

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

12 September 1947

MEMORANDUM
NUMBER

STAT

SUBJECT: Establishment of a Federal Credit Union for CIG Employees

1. In constantly striving to improve employee welfare and to extend as many benefits as possible to the personnel of CIG, the Director has recently authorized the formation of a Central Intelligence Group Federal Credit Union.

PURPOSE

2. A Federal credit union is a cooperative association of employees, organized to promote thrift among its members and to create a source of credit for useful and provident purposes. It is chartered and supervised by the Government through the Federal Deposit Insurance Corporation. Credit unions are organized to serve people having a close common bond of occupation. The group must have at least 100 members who are willing to work together with a genuine desire to be of assistance to their fellow members.

MANAGEMENT

3. The business affairs of the Federal credit union are managed by a board of not less than five directors and a credit committee of not less than three members all elected by members at an annual meeting held during the month of January. No member of the board or any committee receives compensation.

LOANS

4. Loans are made to members only. The interest rate, including all costs incident to making the loan will never exceed 1% a month on the unpaid balance. At this rate, a loan of \$100.00 repaid in monthly installments will cost a total of \$5.50 in interest per annum. The rate charged by the credit union is from 1% to 2% lower than the rate charged by small loan companies and most banks.

DIVIDENDS

5. Dividends on shares up to a limit of 6% may be paid each year from the balance of earnings remaining after expenses have been paid and twenty percent of net earnings for the fiscal year have been set aside as a reserve for possible bad loans. Dividends are recommended to the members by the board of directors and authorized by a majority of the members voting at the annual meeting.

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MEMBERSHIP

6. To ~~become a member~~ of the Federal credit union one must be a civilian employee of CIG. An applicant may be admitted to membership by executing an application for membership and paying an entrance fee of ~~twenty-five~~ cents together with a payment of twenty-five cents toward the purchase of a \$5.00 share. The maximum amount of shares which may be held by any one member shall be established from time to time by resolution of the board of directors.

7. The object of the Federal credit union is not profit but service to its members. If you are interested in having a place to accumulate savings or a source from which to borrow, and if you are willing to serve as a committee member or officer of the credit union, if elected, without monetary compensation, complete the attached form and forward it to the Personnel Relations Division, Room 115, North Building, by 1 October 1947.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Executive for
Administration and Management

ATTACHMENTS: 1

DISTRIBUTION: All CIG Employees

MEMORANDUM TO THE CHIEF, PERSONNEL RELATIONS DIVISION
Personnel Branch, A & M
Room 115, North Building

SUBJECT: Federal Credit Union

1. I desire to participate in a Federal credit union that may be established in the Central Intelligence Group.

2. In the event such a union is established, I agree to purchase at least one share at \$5.00 per share, and I further agree to serve as a committee member or officer, if elected, without monetary compensation.

Signature of Employee

Telephone Extension

Office

CIA FEDERAL CREDIT UNION

May 28, 1948

"Have you heard?"

You haven't! Well, don't be disappointed. Here it is. A convenient place to deposit your money.

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The CIA Federal Credit Union is celebrating its fifth month in operation by sponsoring a membership drive. Have you joined? Now is the Hour. The Credit Union office is located in Room 203 Central Building. [] [] will be on hand, during regular office hours, to accept your membership.

Here are the answers to some of your questions:

1. What is the purpose of a Credit Union? The Federal Credit Union is a cooperative association organized to promote thrift among its members and to create a source of credit for useful purposes.
2. How does an employee become a member? An applicant may be admitted to membership by executing an Application for Membership card and paying an entrance fee of 25¢ together with a payment of 25¢ toward the purchase of a \$5.00 share.
3. Do members have to deposit a specified amount? A member may deposit any sum from 25¢ to \$500.00, provided such payment does not make the share balance in excess of \$500.00. A member with a share balance of \$500.00 or more may deposit at the rate of \$20.00 per month thereafter.
4. Can withdrawals be made at anytime? Yes, provided the member does not have an outstanding loan balance in excess of his share balance. However, the Board of Directors has the right, if deemed necessary by them, to require members to give 60 days notice of intention to withdraw the whole or any part of the amounts so deposited by them.
5. How safe is money deposited with the Credit Union? The Federal Deposit Insurance Corporation examines the books annually and supervises the operations. Persons handling money are bonded. The Credit Union is required by the Credit Union Act and the Bylaws to set aside all entrance fees and fines (the Board of Directors has waived the assessment of fines) and twenty (20) percent of the net earnings of each year (before declaration of any dividend) as a reserve against possible bad loans.
6. What is the rate of dividends paid? Since dividends are declared at the end of each calendar year and inasmuch as this is the first year the CIA Federal Credit Union has been in operation the amount of dividends paid will depend on the total business transacted throughout the year. To date business is exceptionally good. Dividends are never authorized or paid at a rate in excess of 6 percent per annum.
7. What is the rate of interest charged on loans? The amount of interest on loans is 1% per month on the unpaid balance, which includes all charges incidental to making the loan. At this rate a loan of \$100.00 repaid in monthly installments of \$10.00 will cost a total of \$5.50 in interest.

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

MEMORANDUM
NUMBER ☐

26 September 1947

SUBJECT: Duty Officers

(This Memorandum rescinds CIG Memorandum No. ☐ dated 19 May 1947,
and CIG Administrative Order ☐ dated 15 November 1946.)

1. For the purpose of handling urgent matters which may arise during off-duty hours, the following assignments and procedures will be followed:

a. Duty Officers.

(1) The Personnel Branch, A&M, will publish monthly duty rosters of Executive and CIA duty officers with home addresses and telephone numbers. Separate rosters will be maintained for Saturday, Sunday and holiday duty.

(2) Executive duty officer roster will be comprised of employees of the Executive Offices and ICAPS, in grades P-6, CAF-12 and higher, located in North Interior Building, and all Assistant Directors, Deputy Assistant Directors, the General Counsel and Assistant General Counsels.

(3) CIA duty officer roster will be comprised of all other CIA employees in grades of P-5, CAF-12, and above.

(4) Any exchanges in assigned dates desired for personal convenience can be effected by mutual agreement with another duty officer and notification to the Personnel Branch (extension 561) of the change.

b. Executive Duty Officers.

The Executive duty officer will remain available for call at his residence, notifying the CIA duty officer and CIA telephone operator in the event of the necessity to leave his residence for an emergency or in conjunction with CIA official business.

c. CIA Duty Officers (Effective 1 November 1947)

(1) CIA duty officers will report Monday through Friday to Room 7135 North Interior Building, at 1630 and remain on duty until 1800; and Saturdays, Sundays and holidays from 0830 to 1700.

(2) A clerical assistant, in grade CAF-6 or below, will be available from 0830 to 1700 in Room 7135 North Interior on Saturdays, Sundays and holidays, to provide necessary stenographic assistance. The clerical duty roster will be prepared and published by the Personnel Branch, A&M.

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RESTRICTED

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(3) The CIA duty officer, after leaving the office, will proceed to his residence and remain available until 0800 to take all incoming calls for CIA, taking such action as is required. Where necessary he will contact the Executive duty officer or a representative of the particular office concerned. In the event neither of the above is available, he will contact any person on the list of those authorized to serve as Executive duty officers. In the event of a call requiring delivery of a message or document, he will arrange immediately to pick-up the message or document, examine the contents, and complete any required immediate action. Upon completion of such action the message or document will be filed in a secure location, in accordance with CIA Security Regulations.

(4) The CIA duty officer-assigned for Saturday, Sunday, or holiday duty will report to the Personal Assistant to the Director, Room 7135, on Friday preceding duty day, or the day before holiday duty, to receive any special instructions.

(5) A duty officer's log will be prepared and kept in Room 7135 containing further detailed instructions, including a permanent list of persons in individual offices who can be contacted with regard to matters affecting that office. Each Assistant Director and staff chief will submit to the Personal Assistant to the Director immediately a list of not to exceed six individuals assigned to his activity who can be contacted, if necessary, on official matters outside of office hours. Changes will be reported whenever appropriate.

(6) All civilian personnel who are detailed for Saturday, Sunday and holiday duty may be given compensatory time off or paid overtime, in accordance with the provisions of CIG Administrative Order [redacted], dated 13 November 1946.

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2. Telephone Service. The night telephone operator on duty, upon receipt of a call, will endeavor to reach the person desired. If this is impossible, and the call is official, she will record the name and telephone number of the person calling and inform the CIA duty officer. This record, including the time the call was received, and the duty officer to whom the call was referred, will be reported to the chief operator the following morning. The chief operator will maintain a file of these reports in her office.

3. Transportation. Government transportation will be available to duty officers when necessary in the performance of their duty, and may be obtained by calling Executive [redacted]

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]
Executive for
Administration and Management

ATTACHMENTS: None

RESTRICTED

DISTRIBUTION: All CIA Employees

CENTRAL INTELLIGENCE GROUP

Washington, D. C.

MEMORANDUM
NUMBER 10 September

SUBJECT: Unvouchered Funds

1. Special Funds Regulation dated 21 October 1946, is changed as indicated below for those activities not under the supervision of the Assistant Director for Special Operations:

a. Paragraphs 3.3, 4.2, and 6.4 (b) (c) (d) and (e), and the extension of authority under Project ~~635~~ approved by the Deputy Director on 30 July 1947, are rescinded.

b. The authority of Assistant Directors and the Executive for A&M to approve obligations and expenditures of unvouchered funds without prior approval of the Director is withdrawn.

c. (1) All obligations, advances and expenditures of unvouchered funds for any purpose must be approved in advance by the Director, or his representative designated in writing.

(2) Requests for authority to obligate, advance, or expend unvouchered funds will be initiated by interested Branch or similar Chiefs and forwarded through Assistant Directors or Staff Section Heads and the Executive for A&M to the Director, except those projects submitted for action by the Projects Review Committee under the provisions of CIG Administrative Order dated 25 October 1946. Recommendations of the Projects Review Committee will be submitted to the Director for final action in each case.

(3) Requests for authority to advance unvouchered funds under approved recommendations of the Projects Review Committee and vouchers covering expenditures thereunder will be reviewed by the Branch or similar chief, who will enter thereon the number and date of the approved project, and forward it through his Office or Staff Section Head for approval and transmission to the Chief, Special Services Division, Budget and Finance Branch, A&M, for action.

(4) Advances of unvouchered funds and certification for payment of vouchers covering expenditures and obligations of unvouchered funds in accordance with prescribed regulations may be made by the Chief and Deputy Chief, Budget and Finance Branch, A&M, or the Chief, Special Services Division of that Branch, when prior approval of the project has been obtained under the provisions of this directive.

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(5) Vouchers covering expenditures or obligations of unvouchered funds approved by action other than by the Projects Review Committee will be handled in the same manner as indicated in (3) above.

2. A memorandum of instructions for the guidance of individuals who may travel under authorization involving reimbursement from unvouchered funds is attached.

3. The Executive Director and the Executive for Administration and Management are authorized in the name of the Director of Central Intelligence:

a. To approve travel within the continental limits of the United States of prospective employees to Washington for interview when considered as essential in the best interests of CIG.

b. To approve travel within the continental limits of the United States for recruiting purposes and/or incidental expenses incident thereto when circumstances in connection therewith warrant utilization of unvouchered funds.

c. To take final action on, or make recommendations to the Director in connection with cases normally handled under the provisions of paragraph 1c(4) above when the individuals listed therein are in disagreement with requests or vouchers presented to them for action.

4. Payment of the salaries of individuals employed on an unvouchered funds status pending the establishment of vouchered positions by the Civil Service Commission is authorized only until the date of establishment of the vouchered position in each case.

5. a. Each Assistant Director (except ADSO) and Staff Section Head will submit to the Projects Review Committee in writing, within ten days after receipt of this memorandum, his anticipated normal requirements, not previously approved by the Director, for unvouchered funds, by quarter, for the balance of the Fiscal Year 1948. A list of suggested classifications to be submitted is attached.

b. Major projects involving large expenditures which are not yet developed to a point which will permit factual and intelligent presentation may be omitted and submitted separately at later dates.

R. H. Hillenkoetter
R. H. HILLENKOETTER

Rear Admiral, USN

Director of Central Intelligence

2 Attachments

1. Instructions for Travelers

2. List of suggested classifications for projects

DISTRIBUTION "A"

AUTHORIZATION

1. The use of unvouchered funds for travel and expenses incident thereto will be authorized only when the nature of the travel or official duties in connection therewith is such that security considerations make it impracticable to pay travel costs from vouchered funds. All travel to be paid from unvouchered funds must be authorized or approved by the Director or his designee in writing.
2. A request for authorization to travel under unvouchered funds should be initiated by the appropriate Branch Chief and forwarded through the Assistant Director or Staff Section Chief and the Executive for Administration and Management for approval. The approved request will be returned to the traveler and a signed copy forwarded to the Chief, Special Services Division, Budget and Finance Branch, and will constitute the authority for payment of the traveler's account upon submission of a proper voucher.

ADVANCES

1. After the travel has been authorized by the Director, an advance of funds required to cover the anticipated costs of travel may be secured by the traveler from the Chief, Special Services Division. All advances must be fully accounted for by the traveler.

TYPE OF EXPENSES ALLOWED

1. Reimbursement will be made for actual costs of transportation by rail, bus, vessel, and air; and for taxi fares to and from railway stations, air or bus terminals. The lowest available first-class facilities may be secured. Luxury compartments, etc., are not allowed unless specifically justified by the circumstances. Travel by personally owned automobile or special conveyance, as distinguished from public common carrier facilities, must be specifically authorized or explained.
2. Per diem in lieu of subsistence will be allowed a traveler while he is away from his official station. Regardless of the amount actually spent by the traveler for personal items such as hotel rooms, meals, laundry, tips, etc., he will be reimbursed for only the amount of the stipulated per diem. The per diem rate for civilians in the U. S. is \$6.00 per day. For civilians traveling abroad the rate varies from \$7.00 upwards depending upon the location. The rates of per diem paid to military and naval personnel will not exceed that provided in military and naval regulations.
3. Under certain circumstances entertainment expenses in connection with securing confidential information and related official purposes will be allowed. The official purpose or necessity for the entertainment and the date and place must be shown. The number of persons entertained must be indicated together with a statement that names of the persons entertained are withheld for security reasons.

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4. Miscellaneous incidental expenses such as hire of stenographic services, rental of special quarters for official purposes, payment of telephone and telegraph charges, etc., may be allowed when the official necessity therefor is properly explained.

PREPARATION OF TRAVEL EXPENSE VOUCHER

1. Upon completion of travel the traveler will prepare Travel Voucher Form No. 33-12 with the following information indicated thereon:
 - a. An itinerary showing the dates and times of departure from and arrival at his official station and points visited on official business.
 - b. An itemization of per diem claimed, computed on the basis of the traveler's itinerary.
 - c. An itemization of all transportation charges paid and an explanation of any special conveyances or luxury accommodations used.
 - d. An itemization and justification of all entertainment or incidental expenses claimed.
 - e. Paid receipts supporting all expenditures, or an explanation as to why such receipts were not obtained.
2. The traveler will sign the Travel Voucher Form No. 33-12 as "Payee", and the appropriate Branch or Office Chief will sign as "Approving Officer". The Travel Account will then be forwarded to the Chief, Special Services Division, Room 210, Central Building, for audit and payment.

Attachment 1.

Suggested Items for Unvouchered Proposals

(When classification of Projects warrant the use of unvouchered funds)

01. Personal Services

Non-Civil Service Employees
Consultants

02. Travel

Transportation of Persons
Subsistence (reimbursement for actual expense or per diem)
Incidental Travel Expenses
Assessment and Recruiting Expense
Reimbursement for use of Privately-Owned Automobile

03. Transportation

Transportation of Things

04. Communication Services

Telegraph
Rental of Post Office Box
Telephone Installation Costs, Rental, and Tolls
Postage

05. Rents and Utility Services

Rental of Office
Equipment Rental
Utility Services

07. Other Contractual Services

Storage and Maintenance of Vehicles
Security Investigations (of Individuals)
Purchase of Information from Individuals or Firms
Entertainment Expense
Contract Stenographic Services
Newspaper and Magazine Clipping Service

08. Supplies and Materials

Office (Emergency)
Publications

Attachment 2.

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

MEMORANDUM

15 August 1947

NUMBER

ILLEGIB

SUBJECT: Employee Welfare Fund

1. An Employee Welfare Fund has been established within CIG which will provide financial assistance to employees for emergency purposes.

2. Limited funds are available from which small non-interest bearing loans may be made to newly appointed employees who need funds for living expenses until receipt of their first salary check; and to employees who experience emergencies such as accidents, illnesses, lost wallets or pocketbooks, and similar emergencies.

3. All loans will be personally approved by the Welfare Funds Officer who must be satisfied that the applicant is in financial distress and that the funds applied for will be used for necessities, the purchase of which can not be reasonably delayed and that such loan would not be practicable through the customary services of a bank, outside loan agency, or other facility.

4. The Employee Welfare Fund will be administered by the Personnel Relations Division, Personnel Branch, A & M. Requests for information and assistance concerning this service should be directed to that office, Room 115, North Building, telephone extension

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for
Administration and Management

ATTACHMENTS: None

DISTRIBUTION: All CIG Employees

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CENTRAL INTELLIGENCE GROUP
Washington, D. C.

MEMORANDUM

NUMBER

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SUBJECT: Employment Review Board

EFFECTIVE WITH ESTABLISHMENT OF CIA

1. Sub-paragraph (c) of Section 102, National Security Act of 1947 (Public Law 253 - 80th Congress), is quoted below:

"Notwithstanding the provisions of section 6 of the Act of August 24, 1912 (37 Stat. 555), or the provisions of any other law, the Director of Central Intelligence may, in his discretion, terminate the employment of any officer or employee of the Agency whenever he shall deem such termination necessary or advisable in the interests of the United States, but such termination shall not affect the right of such officer or employee to seek or accept employment in any other department or agency of the Government if declared eligible for such employment by the United States Civil Service Commission."

2. This section was enacted to enable the CIA to maintain high personnel standards essential to a national intelligence agency.

3. To provide an impartial review, and advice to the Director in the just and equitable exercise of his discretionary power under the Act quoted above, an Employment Review Board is hereby appointed to consist of:

Executive Director	--	Chairman
General Counsel	--	Law Member
Executive for Administration and Management	--	Member and Recorder
Executive for Inspection and Security	--	Advisor to the Board without vote

4. Every case involving involuntary termination of a CIA employee will be forwarded by the head of the appropriate Office or Staff Section to the Chief, Personnel Branch, A&M, together with all applicable reports of investigation and other pertinent records. If the Chief, Personnel Branch, determines that final administrative action by his office is not feasible, he shall immediately forward the record directly to the Board for its consideration. The individual concerned will be notified that for stated reasons he is suspended from duty and the date on which the Board will consider his case. Such date will normally be not less than ten days later than the date of the notice. Inquiries of employees concerned must be addressed to the Chief, Personnel Relations Division, Personnel Branch, A&M.

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5. The Executive for Inspection and Security may refer directly to the Board any case arising within the scope of his functions. He will immediately inform the Chief, Personnel Branch, of such reference and the basis therefor, requesting suspension and notification of the individual concerned as provided by paragraph 4 above.

6. After full consideration of each case, including such additional evidence as may be required, the Board will prepare a written recommendation to the Director containing a summary of the facts and basis for the recommendations. Each voting member shall note his concurrence or non-concurrence on the record of the Board's proceedings. Any member, including the Executive for Inspection and Security, may append his individual comments.

7. The Director's determination in each case will be final. If his decision is to terminate employment, notice of separation to the Civil Service Commission will state only that separation is accomplished by order of the Director under authority granted by sub-paragraph (c) of Section 102 of the National Security Act of 1947, without further amplification.

R. H. Hillenkoetter

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

ATTACHMENTS: None

DISTRIBUTION: All CIG employees

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CENTRAL INTELLIGENCE GROUP
Washington, D. C.

16 July 1947

MEMORANDUM
NUMBER ☐

SUBJECT: Civil Service Examinations -- Intelligence Specialist

EFFECTIVE UNTIL CANCELLED OR RESCINDED

1. In connection with the recent announcement by the Civil Service Commission of examinations for Intelligence Specialist, CIG personnel are directed that applications for this examination should not be submitted directly to the Civil Service Commission.
2. To insure that CIG security restrictions are adhered to, all applications should be submitted through the Administrative Officer of the office or staff section concerned for review and processing. Administrative Officers have been instructed regarding the preparation of information required for the examination and will assist individual employees in the preparation of the material required.
3. Employees should advise their Administrative Officers of any applications which have already been submitted directly to the Civil Service Commission in order that steps may be taken to withdraw the applications for review and processing within CIG prior to examination by the Commission.
4. Applications, after proper review, will be submitted by the Personnel Branch, A & M, to the Civil Service Commission prior to the closing date of the examination. The interest of employees and their right to participate in the examination being offered will be protected in every way in connection with this requirement.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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 Executive for
 Administration and Management

ATTACHMENTS: 20

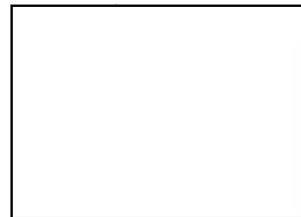
DISTRIBUTION: All CIG Employees

RESCINDED PER CIG GENERAL ORDER ☐

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
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CENTRAL INTELLIGENCE GROUP
Washington, D. C.

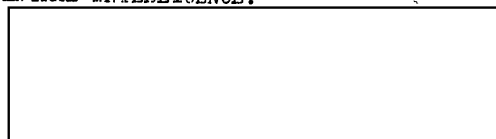
MEMORANDUM

15 July 1947

NUMBER SUBJECT: CIG Policy on Active Duty Training of Military
and Naval Reserve Officers Employed by CIGEFFECTIVE UNTIL CANCELLED OR SUPERSEDED

1. The attention of all CIG employees is directed to CIG Memorandum Number  issued 19 May 1947.
2. It is the policy of CIG to encourage in every practicable way the active duty training of reserve officers presently employed by CIG. Announcements of the training available are made through all reserve organizations, and are usually indicated in the metropolitan press.
3. When practicable the leave period of reserve officer employees will be arranged to enable their taking advantage of active duty training periods.
4. Active duty training at places other than local will be encouraged.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for
Administration and Management

ATTACHMENTS: None

DISTRIBUTION: All CIG Employees

FORM JS 20

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

MEMORANDUM
NUMBER

15 July 1947

SUBJECT: CIG Medical Services (Civilian and Military)

EFFECTIVE UNTIL CANCELLED OR SUPERSEDED

1. CIG maintains Emergency Rooms for the benefit of civilian employees and a Dispensary for the benefit of service personnel and their dependents. An outline of the facilities available to each type of employee is given below:

a. Civilian employees:

(1) Emergency Room facilities

- (a) Will provide complete pre-employment physical examinations for all employees.
- (b) Will provide complete physical examinations for employees before reporting to overseas stations and upon return from overseas.
- (c) Will provide complete physical examinations when:
 - (1) Required by further official personnel actions.
 - (2) Upon a request for retirement benefits.
 - (3) Upon request of a supervisor.
 - (4) When making investigations requiring same.
- (d) For the Washington, D. C. area only, complete chest X-rays will be given to all employees.
- (e) Annual chest X-rays will be given to all employees of the cafeteria located within CIG buildings.
- (f) If during the physical examination, a history of Pulmonary Tuberculosis is revealed, full investigation will be made and a report thereof submitted.

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(g) Innoculations and vaccinations will be given:

- (1) As required for foreign service.
- (2) As required on an over-all agency basis, for maintenance of public health.
- (3) Will NOT be given as a convenience to the individual.

(h) For employee injuries that are sustained in line of duty:

- (1) Medical, surgical and hospital treatment will be provided as required by the injury.
- (2) Provisions of CIG Administrative Order should be consulted.

(i) Further emergency treatment will be provided for CIG employees:

- (1) Advice as to obtaining regular treatment from a private physician.
- (2) Consultation service (to aid in selection of physician or diagnosis).
- (3) Temporary treatment until a private physician can be consulted.

(j) Emergency treatment WILL NOT:

- (1) Prescribe dosages or prescriptions.
- (2) Be available to administer drugs prescribed by a private physician except when injections are required on a continuous basis and a waiver is signed by the employee concerned.
- (3) Give continuous treatment for a particular illness.
- (4) Take the place of a private physician.

(k) Out-patient service will be given when:

- (1) Excess sick-leave is requested (to determine cause and validity).
 - (2) During investigations, upon request of a supervisor.
 - (3) To assist in cases of emergency only.
- (1) Facilities of the Military Dispensary are NOT normally available to CIG civilian employees.

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b. Military employees:

- (1) Emergency Room facilities:
 - (a) Available to military personnel as required.
- (2) Dispensary facilities:
 - (a) Military personnel and their dependents may receive medical and dental treatment, physical examinations and immunization shots at the Dispensary during scheduled hours.
 - (b) Facilities available:
 - (1) Consultation Rooms
 - (2) Dental Clinic
 - (3) General Treatment Room
 - (4) Laboratory (for clinical studies)
 - (5) Pharmacy
 - (6) Physio-Therapy
 - (7) X-ray Room

2. GENERAL REGULATIONS:

a. Hours of service:

- (1) Emergency Rooms

8:00 a.m. to 4:30 p.m., Monday through Friday,
with the exception of legal holidays.
- (2) Dispensary Service:
 - (a) Sick Call, 0800 - 0930
 - (b) Dental Sick Call, 0830- 1030
 - (c) Immunizations, 0830 - 1600

b. Emergencies, during off-duty hours:

- (1) Military
 - (a) In general, military personnel and their dependents will report to the Army installation closest to their residence. Complete zoning instructions will be found in
WD Memo No.

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(b) Installations available are:

- (1) Walter Reed Hospital, GE 1000, Ext. 1
- (2) Fort Meyer Hospital, CH 3000, ask Op.
- (3) Bolling Field Hospital, FR 9000, Ext. 4211
- (4) Fort Belvoir Hospital, TE 7200, Ext. 15

(2) Naval and Marine Corps


- (a) Will report to the Navy Dispensary at 18th and Constitution Avenue, N. W.

(3) Civilian

- (a) In cases of EXTREME EMERGENCY ONLY, when private facilities are not available, may call Providence Hospital, TR 2000.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Executive for
Administration and Management

ATTACHMENTS: None

DISTRIBUTION: All CIG Employees

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RESTRICTEDCENTRAL INTELLIGENCE GROUP
Washington, D. C.

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10 JUL 1947

10 JUL 1947

Duplicate

9 July 1947

MEMORANDUM

NUMBER

SUBJECT: Survey of Safekeeping Equipment

EFFECTIVE UNTIL CANCELLED OR SUPERSEDED

1. CIG is presently faced with an acute shortage of combination type safe file cabinets and Mosler safes. As a result, it is becoming increasingly difficult properly to safeguard classified documents in the custody of the organization. Conditions are such in the safekeeping container field that equipment of this type cannot be purchased except for considerably delayed delivery.
2. In the hope of easing this situation, a physical inspection of the contents of safes and safe type files located in the various offices of CIG will be made by representatives of the Physical Security Branch, Executive for Inspections and Security, and the Supply Division, Services Branch, Executive for Administration and Management, beginning approximately 14 July 1947. The aim of the survey is to determine whether equipment of this type is being utilized for the purpose for which it is intended.
3. In keeping with standard filing practice, those documents of a lower classification which are directly related to documents of a higher classification may be filed together with the papers of a higher classification in safe files or safes as directed by Security Regulations in force at this time.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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RESCINDED PER CIA GENERAL ORDER

10 JUL 1947

Deputy Executive for Administration
and Management

Reproduced 14 July 1947

K. P. P.

RESTRICTED

Next 1 Page(s) In Document Exempt

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

23 June 1947

MEMORANDUM
NUMBER

SUBJECT: Use of CIG Inter-Office Chain Envelope

EFFECTIVE UNTIL CANCELLED OR SUPERSEDED1. GENERALa. When Used

Effective 1 July 1947, the offices of CIG will use the official CIG inter-office chain envelope for the transmittal of documents below TOP SECRET in classification and which are traveling within the CIG Messenger and Courier Systems to other offices of CIG. Under no circumstances will the envelope be used for the transmittal of TOP SECRET documents. Documents will not be transmitted outside CIG in the inter-office chain envelope.

b. Stocking of Inter-Office Chain Envelopes

Each Office Message Center, and designated pick-up and delivery points within Offices which are located in buildings separated from the Office Message Center, will be supplied by Central Records with the number of inter-office chain envelopes needed to begin operation. Requests for such envelopes and the number needed should be referred to on extension before Friday, 27 June 1947.

c. Delivery of Mail to Office Message Center

All mail delivered to an Office Message Center by CIG Regular Couriers will be contained in CIG inter-office chain envelopes. The responsible individual in the Office Message Center will detach the receipt (CIG Form 35-16) from the inter-office chain envelope, acknowledge receipt by signing Form 35-16, and give signed receipt to the Courier.

2. DISPATCHING OF CIG DOCUMENT IN INTER-OFFICE CHAIN ENVELOPESa. Additional Wrapping Not Necessary

The Office Message Center will dispatch by Courier all outgoing inter-office mail (and that intra-office mail which is destined for a segment of an office housed in a separate building) in CIG inter-office chain envelopes without additional wrapping. A separate

- 2 -

inter-office chain envelope will be prepared for each Office Message Center to which materials are being sent.

b. Preparation of Face of Envelope

It is essential that the columns appearing on the inter-office chain envelope be filled in completely, and that the office designation always be indicated. If it is the desire of the sender to dispatch the document to a specific individual, the individual's name may be noted in parentheses after the office designation; for example:

FROM: OGD TO: ORE (Attn: Mr. Blank)

In all instances, room number, when known, and building will be indicated in the proper column. The CIG inter-office chain envelope will not be thrown away until all spaces have been used, or until the envelope is completely worn out. If an Office Message Center accumulates a stock of envelopes which exceeds its needs, the surplus will be returned to the Courier serving the Office.

c. Mail Transmitted Outside CIG

Mail to be transmitted outside CIG will be prepared at the Office Message Center for ultimate transmittal. This will include packaging in the manner prescribed by the Security Regulations (e. g., double envelopes when the security classification is SECRET or CONFIDENTIAL), and will also include preparation of appropriate transmittal instructions (e. g., postage slip Form 35-11 or courier receipt). The outgoing log number assigned the mail by the Office Message Center will be placed in the upper left-hand corner of the transmittal envelope. The Central Files copy of the correspondence will be clipped to the back of the envelope. This mail will then be transmitted to the Central Mail Room in an inter-office chain envelope addressed to the Central Mail Room for dispatch outside of CIG through appropriate Courier or mail channels.

d. Transmitting CONFIDENTIAL or SECRET Documents

The CIG inter-office chain envelope, when used to transmit CONFIDENTIAL or SECRET documents, will be sealed with one CIG gummed label and the initial of the sealer will be entered in an appropriate place on the seal. These seals may also be obtained from . Under no circumstances should scotch tape be used to seal the inter-office chain envelope.

STATINTL

e. Transmitting Unclassified or Restricted Documents

The CIG inter-office chain envelope, when used to transmit only unclassified or Restricted material, need not be sealed in any manner, but the envelope flap should be pushed inside.

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f. Inter-Office Chain Envelope Numbering System

Each Office Message Center and each designated pick-up and delivery point within an office will initiate its own numbering series for the inter-office chain envelopes. This number will consist of the month expressed in number and the next unused consecutive number; e. g., if the first envelope is dispatched in June, the number would be 6-1; if the tenth envelope is dispatched in July, the number would be 7-10. Since the second number is the identifying envelope number, it would continue in numerical sequence until the end of the calendar year. Thus, if 320 envelopes have been dispatched as of December 31, the last one would be numbered 12-320. At the beginning of the next calendar year, a new series would be initiated, the first envelope in January of the next year being numbered 1-1. This office envelope number will be placed in the office of dispatch column, before the name in the "From" column. The number appearing on the envelope will also appear on the receipt attached to the envelope. Receipts for the envelope will then be prepared in CIG receipt book (CIG Form 35-16) in duplicate. Form 35-16 is in triplicate; however, only two copies are to be used and colors may be disregarded. The original copy of the receipt will be stapled to the envelope. The Office will retain the carbon copy of the receipt. This copy will be signed by the Courier who picks up the document. The number appearing on the receipt and the inter-office chain envelope will be noted in the office log opposite the individual papers transmitted in the inter-office chain envelope. This will provide a record of the documents in any one envelope.

g. Bulky Documents (Classified)

Classified documents which, because of bulk, cannot be put in the inter-office chain envelope, will be wrapped in a satisfactory manner, taped with CIG gummed seals, and forwarded in exactly the same manner as an inter-office chain envelope.

3. OPERATION OF COURIER AND MESSENGER SYSTEM

a. Courier Pick-Up and Delivery

The system will operate in the following manner: The inter-office chain envelope, after being signed for by the Courier on carbon copy of receipt Form 35-16, will be delivered to the appropriate Office Message Center by Courier. The Office Message Center receiving the inter-office chain envelope will sign the original copy of receipt Form 35-16 and return receipt to the Courier. The Central Mail Room will maintain a file of all completed receipts for location purposes.

b. Messenger Pick-Up and Delivery

Central Records will provide the Office Message Centers with pick-up and delivery messenger service from and to appropriate points

- 4 -

within the office which are located in the same building as the Office Message Center. Pick-up and delivery from parts of offices located in different buildings will be made by Courier as indicated in paragraph 2a above.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Deputy Executive for Personnel
and Administration

STATINTL

ATTACHMENTS: None

DISTRIBUTION: A

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

ILLEGIB

MEMORANDUM

16 June 1947

NUMBER

SUBJECT: Regular Transportation Service Between CIG and Pentagon Buildings

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. CIG Memorandum Number 30 dated 19 May 1947, Subject: "Regular Transportation Service Between CIG and Pentagon Buildings", is rescinded and the following is substituted therefor, effective Tuesday, 17 June 1947.

2. Regular hourly bus service between North, North Interior, and Pentagon Buildings will operate as indicated in the schedule below:

SOUTH BOUND

Leave	North Interior	0820	0920	1020	1120	1220	1320	1420	1520
"	2210 E Street	0825	0925	1025	1125	1225	1325	1425	1525
"	North Bldg.	0827	0927	1027	1127	1227	1327	1427	1527
"	Admin. Bldg.	0829	0929	1029	1129	1229	1329	1429	1529
"	Que Bldg.	0831	0931	1031	1131	1231	1331	1431	1531
"	"H" Bldg.	0833	0933	1033	1133	1233	1333	1433	1533
Arrive	Pentagon Bldg.	0840	0940	1040	1140	1240	1340	1440	1540

NORTH BOUND

Leave	Pentagon Bldg.	0840	0940	1040	1140	1240	1340	1440	1540
"	North Bldg.	0848	0948	1048	1148	1248	1348	1448	1548
"	Admin. Bldg.	0850	0950	1050	1150	1250	1350	1450	1550
"	Que Bldg.	0852	0952	1052	1152	1252	1352	1452	1552
"	"H" Bldg.	0854	0954	1054	1154	1254	1354	1454	1554
"	2210 E Street	0857	0957	1057	1157	1257	1357	1457	1557
Arrive	North Interior	0902	1002	1102	1202	1302	1402	1502	1602

The North Interior Building stop is at the 18th and F Streets, N. W., entrance and the stop at the Pentagon Building is at the Mall Entrance.

3. Requests for special cars to any of the buildings indicated in the above schedule will not be furnished except in cases of emergency.

4. This service will not be available on Saturdays, Sundays, or holidays.

5. All requests for transportation outside of this schedule should be directed to the Motor Pool, Extension 2264.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

RESCINDED FILE CIA GENERAL ORDER Deputy Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

EFFECTIVE 30 JUNE 1947 CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR
SUPERSEDED. (1417)

STATINTL

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

16 June

MEMORANDUM

NUMBER

SUBJECT: Policy on Promotions of Civilian Employees in CIG

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. There is hereby established within CIG a promotion policy to cover promotion actions for all civilian personnel paid from vouchered funds.
2. CIG employees will be promoted within the agency to advanced grades when such vacancies occur, subject to the following conditions:
 - (a) A vacant position of a higher classification must exist.
 - (b) The individual must meet qualification requirements of the position for which he is being recommended in accordance with the standards established by the Civil Service Commission or by CIG.
 - (c) Promotions of more than one grade higher than the grade held by employee at the time of recommendation are not to be recommended.
 - (d) The following table specifies the time in grade requirements to be met prior to the initiation of action recommending a promotion:

P	SP	CAF	CPC	TIME IN GRADE
	1	1	1	
	2	2	2	
	3	3	3	3 Months
	4		4	
	5	4	5	
1	6	5	6	6 Months
	7	6	7	
2	8	7	8	
		8	9	9 Months
			10	
3		9		
		10		
4		11		
5		12		12 Months
6		13		
7		14		


(1418)

- 2 -

3. Recommendations for promotions will include a statement that the requirements set forth in paragraph 2 of this memorandum have been met.
4. No exceptions to the provisions of this memorandum will be granted without the specific written approval of the Director of Central Intelligence.
5. This memorandum does not pertain to within grade promotions which will be made as provided for in Section 402 of the Federal Employees Pay Act of 1947. Such promotions will be automatic as required by law.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Deputy Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

RESTRICTED

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

Spencer
file

10 June 1947

25X1

MEMORANDUM

NUMBER

SUBJECT: Military and Civilian Service Record

EFFECTIVE UNTIL 30 JUNE UNLESS SOONER RESCINDED

1. A Military and Civilian Service Record, Form 37-21 (copy attached) will be prepared by each military and civilian employee on duty with CIG on date of receipt of this memorandum.
2. Each Assistant Director and head of a staff section will be responsible that these forms are completed by all personnel on duty under his jurisdiction not later than 16 June 1947. Completed forms will be forwarded with a covering memorandum to Chief, Personnel Division, P & A Branch.
3. Whenever any change in status of an individual employed by CIG occurs, a revised Military and Civilian Service Record will be prepared and forwarded as indicated in paragraph 2 above.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Deputy Executive for Personnel
and Administration

25X1

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RESCINDED PER CIA GENERAL ORDER

ATTACHMENTS: (1) Form 37-21

DISTRIBUTION: A

EFFECTIVE 30 JUNE 1947 cig MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR

SUPERSEDED
RESTRICTED

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RESTRICTED

CENTRAL INTELLIGENCE GROUP
MILITARY AND CIVILIAN SERVICE RECORD

NAME		MISS <input type="checkbox"/>	LAST	MIDDLE (OR MAIDEN)	FIRST	BIRTH DATE MONTH DAY YEAR			
MR. <input type="checkbox"/>		MRS. <input type="checkbox"/>							
PRESENT ASSIGNMENT		OFFICE		BRANCH		DIVISION		GRADE OR RANK	

MILITARY SERVICE RECORD

1. ARE YOU NOW ON ACTIVE DUTY IN THE UNITED STATES MILITARY OR NAVAL SERVICE? YES ☐ NO ☐

IF "YES", CHECK (✓) WHETHER:

REGULAR ARMY <input type="checkbox"/>	REGULAR AIR FORCES <input type="checkbox"/>	REGULAR MARINE CORPS <input type="checkbox"/>
AUS <input type="checkbox"/>	AIR FORCE RESERVE <input type="checkbox"/>	MARINE CORPS RESERVE <input type="checkbox"/>
ORC <input type="checkbox"/>	REGULAR NAVY <input type="checkbox"/>	
NATIONAL GUARD <input type="checkbox"/>	NAVAL RESERVE <input type="checkbox"/>	

RANK _____ SERIAL NO. _____

2. IF YOU ARE NOT NOW ON ACTIVE DUTY, HAVE YOU EVER BEEN IN THE UNITED STATES MILITARY OR NAVAL SERVICE? YES ☐ NO ☐

IF "YES", CHECK (✓) WHETHER:

REGULAR ARMY <input type="checkbox"/>	REGULAR AIR FORCES <input type="checkbox"/>	REGULAR MARINE CORPS <input type="checkbox"/>
AUS <input type="checkbox"/>	AIR FORCE RESERVE <input type="checkbox"/>	MARINE CORPS RESERVE <input type="checkbox"/>
ORC <input type="checkbox"/>	REGULAR NAVY <input type="checkbox"/>	
NATIONAL GUARD <input type="checkbox"/>	NAVAL RESERVE <input type="checkbox"/>	

RANK _____ SERIAL NO. _____

INDICATE WHETHER RETIRED OR SEPARATED _____ DATE _____

ARE YOU NOW IN THE RESERVE CORPS OR NATIONAL GUARD? YES ☐ NO ☐

INDICATE WHETHER NATIONAL GUARD OR RESERVE OF ARMY, NAVY, AIR FORCES OR MARINE CORPS _____

PHYSICAL QUALIFICATIONS

1. HAVE YOU ANY PHYSICAL DEFECTS OR DISABILITIES? YES ☐ NO ☐ IF THE ANSWER IS "YES", GIVE COMPLETE DETAILS. _____

2. ARE YOU A DISABLED VETERAN? YES ☐ NO ☐ IF ANSWER IS "YES", STATE PERCENT DISABILITY _____%

CIVILIAN SERVICE RECORD

1. CHECK (✓) CIVIL SERVICE STATUS: PERMANENT ☐ PROBATIONARY ☐
INDEFINITE (TEMPORARY, WAR SERVICE, ETC.) ☐

2. GIVE LENGTH OF FEDERAL SERVICE (INCLUDING MILITARY SERVICE): _____ YEARS _____ MONTHS _____ DAYS

3. CHECK (✓) LAST EMPLOYMENT: FEDERAL ☐ NON-FEDERAL ☐ NO PREVIOUS EMPLOYMENT ☐
IF FEDERAL, GIVE NAME OF DEPARTMENT AND DATE OF SEPARATION. _____

4. ARE YOU THE UNMARRIED WIDOW OF A VETERAN OR THE WIFE OF A DISABLED VETERAN? YES ☐ NO ☐

DATE _____ SIGNATURE OF EMPLOYEE _____

FORM NO. 37-21
JUN 1947

RESTRICTED

(1310)

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CONFIDENTIALCENTRAL INTELLIGENCE GROUP
Washington, D. C.

75

2 June 1947

MEMORANDUM
NUMBER

SUBJECT: Dissemination of CIC Publications Outside the Federal Government

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED1. POLICY

It is the general policy of the Central Intelligence Group not to furnish its publications to private individuals, corporations or other non-federal organizations. In no instance, and regardless of exceptions below, will a publication above the classification "Restricted" be furnished to such individuals or activities without the express authority of the Director.

2. PERMIT EXCEPTIONS

The following material is made available on a basis of clear advantage to CIC or reciprocity for similar material:

- a. Publications which the Office of Operations gives to certain press and radio representatives with offices in Washington, D. C., to universities and colleges through the Library of Congress, and to certain foreign governments and international bodies.
- b. Certain technical publications sent by the FBIB to private individuals, foreign governments and others.

3. AUTHORITY FOR FUTURE EXCEPTIONS

a. Distribution of CIC publications to non-government sources will be limited to the number and type of recipients approved by the Office of Collection and Dissemination and to channels of dissemination approved by OGD. Exceptions to the general policy will be made only in those cases which are shown to be to the clear advantage of CIC or in which a reciprocal agreement beneficial to CIC has been arranged.

b. Hereafter, all requests from non-government sources for unclassified material will be referred to OGD for approval or the preparation of a negative reply, after any necessary coordination with the General Counsel or other office concerned.

CONFIDENTIAL

(1349)


CONFIDENTIAL

- 2 -

c. The dissemination of classified material is covered in the CIG Security Regulations. Within the limitations prescribed by these security regulations, all requests for CIG classified publications from applicants outside the Federal Government will be forwarded to OCD for action as outlined in paragraph 3b above.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A


Deputy Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

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RESTRICTED

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

9 June 1947

MEMORANDUM
NUMBER ☐

Indexed 7/2/47

SUBJECT: Rescission of CIG Memorandum Number 33

EFFECTIVE 9 JUNE 1947

1. CIG Memorandum Number 33, RESTRICTED, dated 2 June 1947,
Subject: "Dissemination of CIG Publications Outside the Federal
Government," is rescinded effective this date.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Deputy Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

EFFECTIVE 30 JUNE 1947 CIG MEMORANDA HAVING BEEN RESCINDED NOT EFFECTIVE
AFTER 1, JULY, 1947

RESTRICTED

(1350)

RESTRICTED

CENTRAL INTELLIGENCE GROUP
Washington, D. C.Spec
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25X1A

9 June 1947

MEMORANDUM
NUMBER

Index 7/2/47

SUBJECT: CIG Representation on Advisory Committee, Board on
Geographical Names

25X1A

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

25X1A

1. Office of Reports and Estimates, has been appointed CIG Representative on the Advisory Committee, Board on Geographical Names. is located in Room 101, Central Building, Extension .
2. The Board on Geographical Names is charged with the primary function and responsibility of obtaining uniform usage in geographic nomenclature and orthography throughout the Federal Government and is the standard authority for all unsettled questions of this nature.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Deputy Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

25X1A

RESCINDED PER CIA GENERAL ORDER NO. EFFECTIVE 30 JUNE 1947 CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR
SUPERSEDED

RESTRICTED

(1351)

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

5 June 1947

file

Indexed 7/2/47

STATINTL

MEMORANDUM
NUMBER

SUBJECT: Change in Official Working Hours of CIG

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. Effective Monday, 9 June 1947, the regular working hours for all activities of the Central Intelligence Group within the continental limits of the U. S. will be from 0800 to 1630 from Monday through Friday of each week.

2. The new hours, as heretofore, provide for a 30-minute luncheon period.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Deputy Executive for Personnel
and Administration

STATINTL

ATTACHMENTS: None

DISTRIBUTION: To All CIG Employees

EFFECTIVE 30 JUNE 1947 CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR
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RESCINDED PER CIA GENERAL ORDER

RESTRICTEDCENTRAL INTELLIGENCE GROUP
Washington, D. C.

2 June 1947

MEMORANDUM
NUMBER ☐

Indexed 6/9/47

25X1A

SUBJECT: Dissemination of CIG Publications Outside the Federal Government ☐

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. POLICY

It is the general policy of the Central Intelligence Group not to furnish its publications to private individuals, corporations or other non-federal organizations. In no instance, and regardless of exceptions below, will a publication above the classification "Restricted" be furnished to such individuals or activities without the express authority of the Director.

2. PRESENT EXCEPTIONS

The following material is made available on a basis of clear advantage to CIG or reciprocity for similar material:

a. Publications which the Office of Operations gives to certain press and radio representatives with offices in Washington, D. C., to universities and colleges through the Library of Congress, and to certain foreign governments and international bodies.

b. Certain technical publications sent by the FBIB to private individuals, foreign governments and others.

3. AUTHORITY FOR FUTURE EXCEPTIONS

a. Distribution of CIG publications to non-government sources will be limited to the number and type of recipients approved by the Office of Collection and Dissemination and to channels of dissemination approved by OCD. Exceptions to the general policy will be made only in those cases which are shown to be to the clear advantage of CIG or in which a reciprocal agreement beneficial to CIG has been arranged.

b. Hereafter, all requests from non-government sources for unclassified material will be referred to OCD for approval or the preparation of a negative reply, after any necessary coordination with the General Counsel or other office concerned.

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RESCINDED* EFFECTIVE 9, JUNE 1947

Effective 30 JUNE 1947 HAVING BEEN RESCINDED NOT EFFECTIVE AFTER 1, JULY, 1947

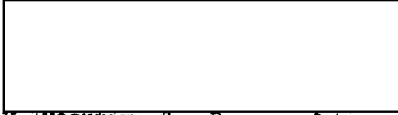
(1259)

RESTRICTED

- 2 -

c. The dissemination of classified material is covered in the CIG Security Regulations. Within the limitations prescribed by these security regulations, all requests for CIG classified publications from applicants outside the Federal Government will be forwarded to OCD for action as outlined in paragraph 3b above.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Deputy Executive for Personnel
and Administration

25X1A

ATTACHMENTS: None

DISTRIBUTION: A

RESTRICTED

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

29 May 1947

MEMORANDUM
NUMBER ☐

Indexed 6/9/47

STAT
STATINTLSUBJECT: Candidates for the Sixth Federal Administrative Intern
Training Program ☐EFFECTIVE UNTIL 1 JULY 1947 UNLESS SOONER RESCINDED

The Civil Service Commission has announced the sixth administrative intern program. It will begin September 2, 1947, and continue through February 6, 1948. The Central Intelligence Group has been invited to nominate candidates for the internship.

1. PURPOSE

The purpose of this program is to assist Government agencies to discover and train employees possessing outstanding potentialities for administrative and executive responsibilities. The program is designed to provide the selected employees with work experience that will lead to the fullest possible use of their skills and abilities. Any selected employee must be able to leave his regular position for a period of six months.

2. NOMINATION AND SELECTION OF CANDIDATES -- DEADLINE 15 JUNE 1947a. Supervisor Nomination

All nominations made by supervisors must be sent to the Training Section, Personnel Division, and must comply with the following regulations:

- (1) Each candidate must be recommended by his immediate supervisor; (This must be a written recommendation.)
- (2) Candidates must have a minimum of two years successful progressive work experience or comparable service in the Armed Forces;
- (3) They must not be above CAF-9 or P-3;
- (4) They must show good personal qualities and an aptitude for leadership in their work or in other activities;

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HAVING BEEN RESCINDED NOT EFFECTIVE AFTER 1, JULY, 1947
30 JUNE 1947 CIG MEMORANDA

- (5) They must be in good health, adequate for an intensive schedule of work and after hours activity;
- (6) Candidates will receive consideration regardless of the type of work now performed;
- (7) Candidates must submit a completed form #57;
- (8) Candidates must submit a letter setting forth their reasons for desiring to enter training as an intern.

b. Training Section Selections

The Training Section, Personnel Division, is responsible for selecting the best qualified candidates from among those recommended. The employees chosen by the Training Section will be referred to the Interdepartmental Committee on Administrative Interns, where they will enter competition with candidates from various other Government agencies. About 30 interns will be selected from among all candidates.

c. Final Selection of Interns

The final selection of interns will be made by the Interdepartmental Committee on Administrative Interns by the following methods:

- (1) Careful study of candidates' past work experience;
- (2) Agencies' recommendation;
- (3) Written examination, conducted by American University;
- (4) Personal interviews.

3. PLAN AND SCOPE OF TRAINING

The training will consist of --

a. Orientation

Initial personal counseling, orientation and a program of training and work experience for each individual. Interns will be given an over-all view of the administrative operations of the Government.

b. Rotating Work Assignments

A "tailor-made" schedule of rotating work programs, based on an analysis of individual needs, to give each intern a varied

- 3 -

experience in phases of Government administration. Such programs will not be limited to work in the intern's sponsoring agency, but may be arranged wherever he would be most likely to gain the best experience.

c. Supervision

Interns will be under the general supervision of an agency advisor appointed by their sponsoring agency.

d. Group Discussions

Weekly meeting featuring recognized authorities in and out of the Government.

e. Counseling

Conferences with the training advisers, periodic work reports, guided reading, and other instructional devices.

f. Academic Work

Outside college study is required. The American University has made available a one-course scholarship for each intern.

4. ADDITIONAL INFORMATION

Additional information regarding any phase of the internship may be obtained by calling Training Section, Personnel Division, extension

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Deputy Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: All CIG Employees

CONFIDENTIALCENTRAL INTELLIGENCE GROUP
Washington, D.C.

25X1A

MEMORANDUM
NUMBER

22 May 1947

SUBJECT: CIG Information Report, Form No. 51-4 (Jan. 47)

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED1. PURPOSE

The purpose of this document is to prescribe a uniform method for the preparation and use of subject form.

2. SCOPE AND CONTENT

a. Subject form was devised to provide the Central Intelligence Group with a standard intelligence information report form which would meet the specific needs of each of the operating offices. Form 51-4 will be for the use of all CIG offices other than the Office of Special Operations. Form 51-4A will be for the use of the Office of Special Operations.

b. This order will encompass all procedures and nomenclature to be used in preparation of the form.

c. Specifically exempt from this order are the preliminary procedures now required by the Office of Special Operations.

3. PREPARATION OF FORM

a. Subject form will be prepared by the office originating the intelligence information report. These offices will:

(1) Prepare the report on master ditto stencil (Form No. 51-4).

(2) Forward the finished master ditto stencil of the report to the OCD Reading Center for processing in accordance with OCD functions.

(3) Classify the report in accordance with existing CIG security regulations, and type classification on the form as indicated.

(4) Indicate broad restrictions of any type which should be shown on each copy of a report, if special control of distribution is required. These restrictions are to be

(1155)

CONFIDENTIAL

EFFECTIVE 30 JUNE 1947 CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED

CONFIDENTIAL

- 2 -

typed on the master stencil. For example, if the report should not be made available by receiving agencies to other than U. S. officials, notation would be made similar to "CONTROL; U. S. OFFICIALS ONLY."

(5) Indicate by rubber stamp or other notation that will not reproduce on copies of the report, in the upper left hand corner of master ditto stencil, recommendations for distribution to particular agencies which would not normally be considered as logical recipients of the report by the OCD Reading Center. Conversely, if the originating office believes that certain specific agencies should not receive the report, such recommendations should also be indicated in the upper left hand corner of the master ditto. NOTE: This information is for OCD Reading Center use only and will not be placed on the master stencil in such a manner as to print on copies made from the stencil.

4. DETAILS OF FORM

a. The CIG office originating the report will be responsible for completion of the form in detail with exceptions as noted in paragraphs 4a(6) and 4a(12). The following definitions will be used:

(1) COUNTRY

Show the country to which the information pertains.

(2) SUBJECT

Indicate the general subject of the information contained in the report.

(3) PLACE ACQUIRED

Indicate the country or geographical area in which the information was secured. For example: The country as specified in paragraph 4a(1) above might be

25X1A

25X1A

Wherever possible, the specific city or town within the "Place Acquired" should be named. "Place Acquired" is not the place where the report was first written.

(4) DATE ACQUIRED

Date on which the information was collected in the field by the source of the information.

CONFIDENTIAL

CONFIDENTIAL

- 3 -

(5) REPORT NUMBER

- (a) Each report will be numbered by the originating office in such a way as to distinguish it from any other CIG report. Each office or branch will use an identifying symbol as a prefix to the report number. For example, the Office of Special Operations uses SO as a prefix; the Contacts Branch, OO, uses [] the Foreign Broadcast Information [], OO, uses [] the Documents Branch, OO, uses [] etc.

25X1A

25X1A

25X1A

(6) DATE DISTRIBUTED

Date on which the report is distributed by the Central Intelligence Group. This space will be left blank by the originating office and will be accomplished by the Information Distribution Unit, P & A Branch.

(7) NUMBER OF PAGES

Enter the total number of pages comprising the report.

(8) NUMBER OF ENCLOSURES

Enter the total number of enclosures to the basic report. In addition, the enclosures will be identified by a listing at the end of the report. This listing will be as brief as possible; abbreviations will be used whenever practicable.

(9) SUPPLEMENT TO REPORT NUMBER

If the report provides additional information which supplements or changes a previous report, the originating office will so indicate by inserting the report number of the previous report or reports in this space.

(10) GRADING OF SOURCE

- (a) Originating office will accomplish in the appropriate box from knowledge and experience with the source from which the report was derived.

CONFIDENTIAL

CONFIDENTIAL

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- (b) If the source is documentary, this section need not be filled in, and procedure outlined in paragraph 4a(13) below will be followed.

(11) COLLECTOR'S GRADING OF CONTENT

This will be accomplished by the originating office and will be the grading which is furnished by the sources of that office.

(12) CIG EVALUATION OF CONTENT

- (a) This evaluation, when required, will normally be obtained by the OCD Reading Center through facilities of the Office of Reports and Estimates. Procedures for securing evaluations will be designed for expeditious accomplishment of this step and will be developed by OCD in coordination with the Office of Reports and Estimates.
- (b) Reports prepared on subject form, when dispatched from CIG, will have the appropriate box under the heading, CIG EVALUATION OF CONTENT, marked.

(13) SOURCE

This will be accomplished by the originating office and will serve only as an indication of the source, except in the case of reports based on documentary sources. The originating office will take necessary action to assure that sources are given full security protection. If necessary to protect sources completely, this section will be left blank. When the source is documentary and no security problems are involved, the documents will be identified by brief title. If security is involved, the source will be cited simply as "Documentary".

(14) BODY OF REPORT

This will contain the information as edited and prepared for distribution. If the report requires more than one page, only the first page will be prepared on CIG Information Report, Form No. 51-4 (Jan. 47). Succeeding pages will be on the regular legal size ditto stencil with each page appropriately classified and numbered consecutively. These pages will contain the proper REPORT NUMBER, as stated in paragraph 4a(5) above, in the upper right hand corner.

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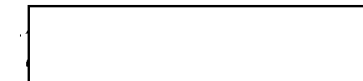
CONFIDENTIAL

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(15) DISTRIBUTION

- (a) The Information Report Form contains two boxes at the bottom of the form. The first box indicates external distribution of the report. This will be accomplished by the Information Distribution Unit in accordance with instructions given by the OCD Reading Center. The number of copies distributed will not be indicated on the report form; distribution will be shown by means of "X" marks in appropriate boxes.
- (b) The second box at the bottom of the form provides for internal distribution within CIG offices. The originating office will indicate its internal requirements for distribution by "X" marks in appropriate boxes. This internal distribution will appear on all stencils except for OSO delivered to the OCD Reading Center for accomplishment of dissemination, and on those copies of reports returned to the originating office for internal distribution. It will not appear on copies prepared from the master stencil which are distributed to agencies outside of CIG, but will be deleted from those copies by the Information Distribution Unit.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for Personnel
and Administration

25X1A

ATTACHMENTS: None

DISTRIBUTION: A

CONFIDENTIAL

CENTRAL INTELLIGENCE GROUP
Washington, D. C.J. H. Smith
File

STAT

MEMORANDUM
NUMBER

19 May 1947

Indexed 5/28/47

SUBJECT: Regular Transportation Service Between CIG and Pentagon Buildings

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. Effective 13 May 1947, regular bus service has been provided between North Building, North Interior Building, and the Pentagon Building on an hourly basis as indicated on the schedule below:

	Hours		
Leave North Building to North Interior	0850	0950	1050
Leave North Interior to Pentagon	0900	1000	1100
Leave Pentagon to North Interior	0925	1025	1125
Leave North Interior to North Building	0940	1040	1140

Then every hour thereafter until last trip leaving North Interior Building to North Building at 1640 hours.

2. Requests for special cars to any of the buildings indicated in the above schedule will not be furnished except in cases of emergency.

3. The route followed on the above schedule will begin at North Building as indicated, stopping at South Building, Administration Building, Rear of Que Building, 2210 E Street, 18th & F Streets Entrance to North Interior Building, and the Hall Entrance to the Pentagon Building.

4. This service will not be available on Saturdays, Sundays, or holidays.

5. All requests for transportation outside of this schedule should be directed to the Motor Pool, Extension

STAT

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

RESCINDED BY CIG MEMORANDUM NO 40, DATED, 16th, June, 1947

(1089)
EFFECTIVE 30 JUNE 1947 CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR
SUPERSEDED

RESTRICTEDCENTRAL INTELLIGENCE GROUP
Washington, D. C.9. 7. 47
Jiles

MEMORANDUM

19 May 1947

NUMBER

SUBJECT: Saturday, Sunday and Holiday Duty, North Interior Building

Indexed 5/27/47

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. CIG Administrative Order No. dated 6 January 1947, Subject: "Saturday, Sunday & Holiday Duty, New War Dept. Bldg.", is rescinded.
2. Effective 10 May 1947, Saturday, Sunday and Holiday duty will be performed by a duty officer and assistant who will be detailed by separate memoranda from time to time.
3. Duty officers and their assistants will be on duty from 0830 until 1700 on Saturdays, Sundays and Holidays. The place of duty for the duty officer will be Room 7135 North Interior Building; the assistant will be in Room 7133. However, when the Secretary to the Director is present, the duty officer may take station in any other office of CIG in North Interior Building and will be notified by the Secretary when it is again necessary to take station in Room 7135.
4. The duty officer will keep a signature list of all persons entering and leaving offices of CIG in North Interior Building, accept delivery of classified and unclassified material, accept visitors to any office of CIG, answer all calls coming in to Room 7135, and will take such initial steps as may be appropriate in any case. When he deems it necessary, he will notify the proper person relative to urgent matters so that action may be taken. The primary function of the assistant to the duty officer will be to provide necessary clerical and stenographic assistance.
5. The Assistant Directors of Offices, Chief of ICAPS, and Executive for P&A will submit to the Secretary to the Director not later than 1200 hours on the Friday preceding Saturday or Sunday duty, and not later than 1200 hours on the day preceding a holiday tour of duty, a stand-by list of two individuals who can be contacted, together with their home address and home telephone number. Where offices maintain a full-time duty officer on Saturdays, Sundays or Holidays, his name and telephone number may be submitted in lieu of the above. The Secretary to the Director will then place these addresses in the duty officer's book which will also include a list of all persons entering offices on Saturdays, Sundays, or Holidays, one copy of CIG Memorandum No. one copy of CIG Security Regulations, RESTRICTED personnel rosters, and necessary telephone directories.
6. The duty officer or his assistant will report to the Secretary to the Director, Room 7135, at 1600 hours on the Friday preceding Saturday and Sunday duty or on the day preceding holiday duty to be briefed relative to the use of telephones and to receive any special instructions relative to the Director's office.

(1090)
EFFECTIVE 30 JUNE 1947 CIG MEMORANDA RESTRICTED WILL REMAIN IN FORCE UNTIL CANCELLED OR
SUPERSEDED

RESTRICTED

- 2 -

7. Duty officers and assistants are authorized to exchange tours of duty with other appropriate personnel; however, responsibility rests with the individual detailed to report to the Executive for P&A by 1200 hours on Friday preceding the tour of duty the name of the person to relieve him.

8. The duty officer will make a thorough security check at 1700 hours of all offices in the North Interior Building that have been opened during the day in compliance with paragraph 10, Security Regulations, CIG. Any person who enters his office in the North Interior Building for purposes of work on Saturdays, Sundays, or Holidays will notify the duty officer, who for security purposes will list the arrivals and departures in the duty officer's book.

9. The duty officer's book will contain nothing higher than RESTRICTED material and at the completion of each tour of duty, will be left on the desk of the Secretary to the Director in Room 7135 after which the room will be locked. All other classified material will be placed in the duty officer's personal safe at 1700 hours on the day of duty and turned over to Executive Registry for distribution by 0845 the following normal work day.

10. All civilian personnel who are detailed for this duty may be given compensatory time off or paid overtime in accordance with the provisions of Administrative Order , issued 13 November 1946.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

RESTRICTED

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

19 May 1947

MEMORANDUM
NUMBER

SUBJECT: Military Leave With Pay for Annual Training Duty

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED1. DEFINITION

Military leave is defined as the period of leave with pay from official duty authorized for those civilian employees who are members of the National Guard, Officers Reserve Corps, Coast Guard Reserve, or Naval and Marine Reserve, on days on which they are engaged in training duty.

2. CONDITIONS FOR GRANTING MILITARY LEAVE

a. Military leave is granted only to "regular" employees of the United States and of the District of Columbia, as distinguished from temporary, substitute, and when actually employed personnel.

b. Military leave is granted for the purpose of training prospective members of the armed forces of the U.S. for active duty as outlined in Chapter 11-21 of the Federal Personnel Manual.

3. DURATION OF MILITARY LEAVE

a. In general, a maximum of fifteen (15) calendar days military leave "without loss of pay, time or efficiency rating" may be granted in any one calendar year for service with the organizations mentioned above.

b. When it is necessary for an individual to serve for a longer period, any time in excess of the fifteen (15) days maximum will be charged as annual leave or leave without pay, as determined by the employee concerned.

4. PROCEDURE

An employee desiring military leave should submit a request to his immediate superior on Standard Form No. 71, Application for Leave, accompanied by two (2) copies of his military orders. The Form No. 71 together with the military orders will be forwarded through proper channels to the Pay Roll Unit, Fiscal Section, and the leave will be reported on the Time and Attendance Report, Form 1130, in the column marked "Other" with the notation "Military Leave" placed in the "Remarks" block.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

(1091)

CONFIDENTIALCENTRAL INTELLIGENCE GROUP
Washington, D. C.

75

MEMORANDUM
NUMBER

1 May 1947

SUBJECT: Policy on Clearance of Personnel for Duties with
Central Intelligence GroupEFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

25X1A

C.I.G. Administrative Order Subject: "Policy on Clearance of Personnel for Duties with Central Intelligence Group", dated 25 October 1946, is hereby rescinded effective this date, and the following is substituted therefor:

25X1A

1. The President's letter of 22 January 1946, referring to functions of the National Intelligence Authority and the Director of Central Intelligence, states: "In the conduct of their activities, the National Intelligence Authority and the Director of Central Intelligence shall be responsible for fully protecting intelligence sources and methods."

2. In the discharge of this responsibility, it is imperative that personnel assigned to or attached for duty with the Central Intelligence Group be individuals:

- a. Of excellent character who are citizens of the United States and who have no member of the immediate family or next of kin thereof subject to a foreign power;
- b. Whose loyalty, integrity, discretion and trustworthiness are unquestioned;
- c. Whose financial status and habits are such as to render unlikely their succumbing to any temptation arising from these sources.

3. To assure that personnel assigned to or attached for duty with the Central Intelligence Group meet the standards prescribed in the foregoing paragraph, the following procedures will be applied in the investigation and clearance of such individuals:

- a. Investigation will be conducted to the extent necessary to enable the proper determination of an individual's eligibility in accordance with provisions of Paragraph 2, except for those individuals covered by provisions of Paragraph 4 below. The minimum investigation will consist of:

(833)

CONFIDENTIAL

CONFIDENTIAL

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- (1) A check of appropriate records of each of the following:
 - (a) Department of State.
 - (b) Office of the Director of Intelligence, War Department.
 - (c) Office of Naval Intelligence, Navy Department.
 - (d) Federal Bureau of Investigation (to include fingerprint files).
 - (e) Police Department in each city of employment and residence in the United States for past fifteen (15) years.
 - (f) Credit agencies.
 - (2) Verification of the individual's Personal History Statement regarding:
 - (a) Birth.
 - (b) Citizenship.
 - (c) Education.
 - (d) Employment for past fifteen (15) years.
 - (3) Character investigation by interviews with personal references given by the individual and with a minimum of three other persons who have knowledge of his activities over a period of time sufficient to enable a determination as to his character and integrity.
- b. Reports of investigations will be reviewed in each case by the Security Officer of the Central Intelligence Group who will verify that the above procedure has been carried out. Final decision as to the acceptability of the individual for assignment to the Central Intelligence Group will rest with the Director of Central Intelligence.
4. Where there has been a previous satisfactory character and loyalty investigation by the War or Navy Department, Department of State, or other Government agency, or where there are other available records indicating a minimum of ten (10) years honorable Government service with no subsequent information creating a suspicion of disloyalty or question as to integrity, the information derived therefrom may, at the option of the Director of Central Intelligence, constitute the basis for clearance of an individual for assignment to or attachment

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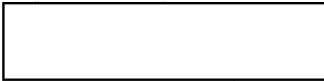
CONFIDENTIAL

- 3 -

for duty with the Central Intelligence Group. However, in each case of clearance based on a previous satisfactory character and loyalty investigation or on the basis of a minimum of ten (10) years honorable Government service, a check of appropriate records of the Department of State; Office of the Director of Intelligence, War Department; Office of Naval Intelligence, Navy Department; and the Federal Bureau of Investigation will be made.

5.
 - a. When an IAB member agency is requested to detail personnel to duty with the Central Intelligence Group, nominations of individuals for such duty will include a written statement certifying to their loyalty and general integrity based upon knowledge available in the nominating agency.
 - b. Such individuals, when accepted, will be permitted to enter on duty with CIG provisionally, but will thereafter be checked for security in the same manner as for all other individuals entering on duty (see para. 3 and 4 above).
6. Only upon specific approval of the Director of Central Intelligence in each case will an individual be permitted to enter on duty with the Central Intelligence Group prior to the completion of the full security clearance proscribed herein.
7. All personnel assigned to or attached for duty with the Central Intelligence Group will be required to execute a declaration of secrecy which will be administered by the Director of Central Intelligence or his authorized representative.
8. Upon termination of duties with the Central Intelligence Group, all personnel will be given an exit interview designed to impress upon them their obligation with regard to maintaining the security of all matters pertaining to Central Intelligence Group activities as well as the provisions of the applicable laws and statutes.
9. Any exceptions to the foregoing provisions shall require the approval of the Director of Central Intelligence.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

CONFIDENTIAL

25X1A

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

MEMORANDUM
NUMBER

24 April 1947

Indexed 5/27/47

SUBJECT: Use of Penalty Envelopes for Routing of Material within CIG. *9m-3*

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. It has been noted that CIG franked envelopes bearing penalty indicia are being used by employees in the transmittal of documents between the various offices within CIG.
2. Under the provisions of Public Law 364, 78th Congress, the CIG is required to pay for all penalty indicia used by the Agency. The costs to the CIG are based on the number of articles bearing the penalty indicia, such as envelopes, labels, and wrappers purchased and used by the Agency, rather than the number of pieces actually mailed. Accordingly, whenever penalty envelopes are used for the routing of material within the CIG, the Agency is subjected to an unnecessary expense.
3. All employees are therefore directed to use either CIG Chain Envelopes or plain unprinted envelopes in the transmittal of material between CIG offices.
4. Officials in the various offices of CIG who are responsible for the routing of material will make periodic surveys to insure compliance with the above.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for Personnel
and Administration.

STATINTL

ATTACHMENTS: None

DISTRIBUTION: A

EFFECTIVE 30 JUNE 1947 CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR
SUPERSEDED

(759)

RESCINDED PER CIA GENERAL ORDER

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

23 April 1947

MEMORANDUM

NUMBER

SUBJECT: Housing and Transportation

EFFECTIVE UNTIL 30 June 1947

1. The housing situation in Washington remains critical. Through facilities established in the Personnel Division, every effort is being made to assist C.I.G. employees in obtaining adequate housing accommodations. Contacts with outside sources, have not provided sufficient facilities to satisfy the needs of our present employees.

2. The Personnel Division is soliciting the cooperation of all employees of C.I.G. in this matter by asking that they list available rooms, apartments or houses with the Personnel Relations Section, Ext. Information concerning anticipated vacancies will also be appreciated.

3. Transportation to and from C.I.G. offices is a problem for many employees. Personnel who drive and who have space for additional passengers are encouraged to notify the above office.

4. Your assistance and cooperation relative to the above matters will be greatly appreciated.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Colonel, AGD
Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

RESCINDED PER CIA GENERAL ORDER

(719)

EFFECTIVE 30 JUNE 1947 CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR
SUPERSEDED

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Approved For Release 2003/01/27 : CIA-RDP81-00728R000100040027-1

Approved For Release 2003/01/27 : CIA-RDP81-00728R000100040027-1

CENTRAL INTELLIGENCE GROUP
Washington, D. C.MEMORANDUM
NUMBER ☐

16 April 1947

STATINTL

SUBJECT: Establishment of Personnel Loyalty Board for the
Central Intelligence Group ☐EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. Under authority contained in Executive Order No. 9835, dated 21 March 1947, there is hereby established a Personnel Loyalty Board for the Central Intelligence Group to review all loyalty cases arising in CIG and make recommendations with respect to the removal of any CIG officer or employee on grounds relating to loyalty. The Board shall consist of three voting members: The Executive Director, CIG, as Chairman, who shall, for each case, name two from among the Deputies to the Assistant Directors, CIG, as Members. The Assistant General Counsel shall attend as Law Member without vote. In the event any case for consideration of the Board involves personnel of a branch under an Assistant Director, the Deputy for the Assistant Director of that branch will not participate in any deliberation or action of the Board on that case.

2. The Board shall make determination of all cases referred to it by majority vote. Where decision adverse to the employee is made by the Board, the individual concerned may appeal to the Director, CIG, within ten (10) days of the time when notification of the Board's action reaches him. The Director may request the Loyalty Review Board of the Civil Service Commission for an advisory opinion in any case referred to him. The employee concerned may appeal the final decision of the Director, within ten (10) days of receipt thereof, to the Loyalty Review Board of the Civil Service Commission for an advisory recommendation only.

3. In the event the loyalty of any CIG employee is suspect, the case shall be referred directly to the Board by Assistant Directors for employees within their respective branches, or by the Security and Personnel offices through the Executive for Personnel and Administration. Where information reaches the Board from other sources, it may on its own initiative investigate the circumstances, utilizing all facilities of CIG, and determine whether or not the case is proper for its consideration.

STATINTL

RESCINDED PER CIA GENERAL ORDER ☐

(639)

EFFECTIVE 30 JUNE 1947 CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR
SUPERSEDED

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4. When a case is accepted by the Board, it shall immediately notify the employee in writing of the charges made against him, and shall forward to him written interrogatories containing the information on which the charges are based and requesting specific answers from the employee concerning such information. Notice to the employee shall state the time and place of the Board's meeting for that case, and shall specify the time in which the completed interrogatories must be returned. In the case of employees located in Washington, fifteen (15) days notice of the Board's meeting shall be given, and ten (10) days shall be given for return of the interrogatory. Reasonable extensions of time may be granted by the Chairman of the Board upon advice of the Law Member. The initial notice to the employee shall also inform him of his right to appear in person before the Board at its meeting on his case, accompanied by counsel or representative of his choosing, and to present evidence on his behalf through witness or by affidavit. He shall also be given specific information on any security questions which representation by counsel or representative outside the agency may raise, particularly on what facts may be revealed about the nature and scope of his employment.

5. In the case of employees outside of Washington and overseas, the Board shall forward interrogatories for completion by the employee, and shall specify the time of return of the completed interrogatories. The Board shall then sit in a preliminary session to determine whether further action is necessary. If the preliminary decision is favorable to the employee, he shall be so notified and the record closed. If the preliminary decision is unfavorable or the Board is unable to arrive at a decision, the employee shall be immediately returned to Washington and final action taken by the Board on his arrival, in accordance with the procedure outlined above for Washington employees.

6. In any case where decision by the Board is unfavorable to the employee and the right of appeal is not exercised, the Board shall make appropriate recommendation to the Director for dismissal of the employee. Approval by the Director of such recommendation, or the decision of the Director on cases appealed to him, shall constitute final disposition of each case, subject only to advisory recommendation of the Civil Service Commission's Loyalty Review Board, if requested. The Director may suspend the employee concerned at any time pending determination with respect to loyalty.

-3-

7. The files and deliberations of the Board shall be kept confidential, and all records, documents and evidence not the property of the employee shall be forwarded to the Security Office for filing with the security files on the individual concerned. The Board shall, however, maintain summary reports on each case containing identifying data, the nature of the charges and the action taken, such reports to be furnished to the Civil Service Commission's Loyalty Review Board upon request.

8. The Board need not follow strictly rules of evidence applicable to courts of law, and need not divulge confidential sources of information, but the Law Member shall be responsible for advising the Board of any action of the Board which might infringe an employee's constitutional rights. The Law Member may report to the Director any action of the Board which, in his opinion, is an infringement of such rights. The standard for removal of an employee shall be that, on all evidence, reasonable grounds exist for belief that the person involved is disloyal to the Government of the United States.

9. Immediately before final action by the Director, each case shall be referred to the General Counsel, CIG, for review of the legal sufficiency of the administrative action taken.

Hoyt S. Vandenberg
HOYT S. VANDENBERG
Lieutenant General, USA
Director of Central Intelligence

ATTACHMENTS: None

DISTRIBUTION: A

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

Indexed 5/27/47

MEMORANDUM

NUMBER []

11 April 1947

STATINTL

SUBJECT: Distribution of Executive Type Office Equipment

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. The following policy is hereby established with respect to the type of office equipment to be issued to or used by personnel in CIG. Office equipment and furnishings have been divided into three classes, and the organizational rank of each individual entitled to request and use the several classes of this equipment are as follows:

CLASS A EQUIPMENT

Director
Deputy Director
Executive Director
Assistant Directors
Chief, ICAPS

CLASS B EQUIPMENT

Deputy Assistant Directors
Branch Chiefs, and Chiefs of Organizational Units
Equivalent to a Branch

CLASS C EQUIPMENT

All other personnel.

2. A list of the equipment and furnishings which are a part of each of the above classes has been furnished to the Chief, Services Division, P & A, and information as to equipment allowed may be obtained through that office.

3. The assignment of the use of equipment which is not in accordance with the requirements of this Memorandum will be returned to stock and replaced in accordance with the provisions hereof.

4. Exceptions to the provisions of this Memorandum may be requested upon proper justification through the Assistant Directors of each Office to the Deputy Director through the Executive for Personnel and Administration.

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FOR THE DIRECTOR OF CENTRAL INTE

RESCINDED PER CIA GENERAL ORDER []

(606)

Deputy Executive for Personnel
and Administration

EFFECTIVE 30 JUNE 1947 CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR
SUPERSEDED

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

STAT
STATINTL

MEMORANDUM
NUMBER

4 April 1947

SUBJECT: Fire Hazards

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. Quoted below is a memorandum received from the Deputy Commissioner for Buildings Management, Federal Works Agency, Public Buildings Administration:

March 24, 1947

"TO: Chief Clerks and Administrative Officers of the Executive Departments and Independent Agencies

SUBJECT: Fire Hazards

It is essential that we do everything possible to eliminate fire hazards in the buildings under the jurisdiction of P.B.A. A hazardous practice that is becoming more common is the use of hot plates in offices for preparation of food and beverages. These appliances are brought into the buildings by the occupants, and plugged in without thought being given to the electric circuit loads. Oftentimes they are not disconnected after use. A number of fires have occurred as a result of this practice.

We would appreciate your cooperation in order that the following procedure can be put into effect.

1. No hot plate will be permitted in any space used by the occupying agencies unless approval is given by the Chief Clerk or Administrative Officer.
2. If permission is given for the use of a hot plate, the Building Superintendent will be advised of this fact in writing. Upon receipt of such notice he will instruct his principal electrician to examine the appliance to be used. If it is not found to be defective, and if the circuit can support the additional load, the electrician will see that it is properly installed.

STATINTL

(542)

RESCINDED PER CIA GENERAL ORDER

EFFECTIVE 30 JUNE 1947 CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED

-2-

3. Where we locate hot plates which have not been authorized, the Building Superintendent will advise you and ask your concurrence in their immediate removal in order to eliminate the hazards involved.

STATINTL

[Redacted]
Deputy Commissioner
of Buildings Management"

2. Requests for the approval of the use of a hot plate or similar electrical appliance in any office of CIG should be directed to the Chief, Real Estate and Utilities Unit, Supply Section, Services Division, R&A, who will obtain the approval of the Building Superintendent in connection with the use of such appliances.

STATINTL

3. The compliance with the provisions of this Memorandum will be required in all buildings occupied by CIG.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[Redacted]
Deputy Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

25X1A

RESTRICTED

25X1A

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

MEMORANDUM

NUMBER 26 March 1947

25X1

SUBJECT: Bulletin Boards

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

25X1A

1. The Personnel Relations Section wishes to bring to the attention of all employees of CIG the benefits which may be derived from observing the material on the bulletin boards located in the various buildings.
2. Information is placed on boards by employees who serve as representatives of the Personnel Relations Section and who have the responsibility for the maintenance of such boards in a current and orderly manner. They also have authority to remove any information which has not been approved by the above office for dissemination in this manner. Employees of CIG are, however, encouraged to submit information, which they feel is beneficial to all personnel, to their respective supervisors, administrative officials and to the Personnel Relations Section for proper approval and distribution.
3. Bulletin boards will carry State Society Notices, announcements of concerts, plays, lectures and other cultural activities as well as courses of study and notices of recreational and social activities sponsored by many outside community organizations.
4. Titles of Civil Service examinations, giving the grade, salary, opening and closing dates will be carried on all boards. Further information regarding such announcements may be obtained from your Administrative Officer whose name appears below.

OrganizationNameBuilding & RoomExt.

25X1A

ORE
C&DQue 1043
Central 227
New War 2264

25X1

RESCINDED PER CIA GENERAL ORDER

(463).

RESTRICTED

EFFECTIVE 30 JUNE 1947 CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED

RESTRICTED

- 2 -

25X1A	<u>Organization</u>	<u>Name</u>	<u>Building & Room</u>	<u>Ext.</u>	25X1
	P&A and Exec. Offices		New War	2164	
	Security		South	144	
	Finance		Central	209	
	Personnel		North	118	
	Services		North	200	
	Communications		South	209	
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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

RESTRICTED

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RESTRICTEDCENTRAL INTELLIGENCE GROUP
Washington, D. C.

25 March 1947

25X1

MEMORANDUM
NUMBER

SUBJECT: Personal Status Report

EFFECTIVE UNTIL 30 JUNE 1947

1. A personnel status report on Form 38-17 (copy attached) will be prepared on each employee, civilian and military, on duty with CIG on the date of receipt of this memorandum. Any entry on the report indicating a change in status since entrance on duty of the employee concerned will be underscored in red.

2. Each Assistant Director and head of a staff section will be responsible that forms are completed on all personnel on duty under his jurisdiction not later than one week after receipt of this memorandum, and transmitted by covering letter as indicated below:

a. Originals will be sent direct to the Chief, Personnel Division, F & A Branch.

b. Duplicates will be sent direct to the Chief, Security Division, F & A Branch.

3. An additional personnel status report will be prepared and distributed as indicated in paragraph 2a and b above whenever any change in status of an individual employed by CIG occurs.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Colonel, AGD
Executive for Personnel
and AdministrationRESTRICTED

(776)

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

STAT

MEMORANDUM
NUMBER

24 April 1947

SUBJECT: Reporting of Erroneous Salary Payments (Vouchered Employees Only)

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. In spite of all the precautions taken, there is always the possibility that an overpayment or underpayment of salary may be made to an employee. If an employee receives any salary payment which he feels is not correct, or to which he is not entitled, he should immediately contact the designated payment and leave clerk who will check into the circumstances and contact the Chief, Pay Roll Unit, Extension for clarification.

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2. If an underpayment has been made, proper adjustment will be made on the employee's next salary check. In the event an overpayment of salary has been made, the employee may choose any one of the following methods of making refund.

- a. Return the check for cancellation. (If this method is followed, the employee will receive in his next pay check his regular bi-weekly salary plus the money actually due him for the prior pay period.)
- b. Retain the erroneous check and make a cash refund immediately.
- c. Request that the erroneous payment be deducted from the next salary check.

3. Through pay roll audit procedures, any incorrect payment will eventually be discovered. In order to prevent a financial hardship to an employee at a later date, it will be to his advantage to have the necessary adjustment effected immediately.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for Personnel
and Administration.ATTACHMENTS: None
DISTRIBUTION: A

(758)

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

STAT

MEMORANDUM
NUMBER

24 April 1947

SUBJECT: Leave Without Pay (LWOI)

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED1. PURPOSE

The purpose of this memorandum is to set forth and standardize the procedure to be followed in the granting of Leave Without Pay.

2. DEFINITION

Leave Without Pay (LWOI) is defined by the Civil Service Commission as "Temporary non-pay status and absence from duty granted upon employee's request". This is not to be confused with suspension, furlough or time spent in military service, which are covered under other regulations.

3. AUTHORIZATION

The Authorization of LWOI is a matter of administrative discretion and therefore may not be demanded as a right of employees or imposed as a penalty. All LWOI in excess of 60 days, must be approved by the Chief, Personnel Division.

4. CONDITIONS FOR GRANTING LWOI

a. A basic condition for approval of extended LWOI should be reasonable expectation that the employee will return at the end of the approved period. In addition, at least one of the following benefits should result from such absence.

b. Protection or improvement of employee's health (maternity leave, convalescent leave, etc.). Maternity leave must be granted unless the employee has no intention of returning to duty.

c. Retention of a desirable employee.

d. Increased ability to perform the duties of the position. One year's LWOI will be granted to an employee who wishes to return to a college or university to continue his education providing that the subjects he intends to pursue are such that they could be expected to increase the employee's worth to his position, and CIG following the completion of this one-year period of additional training. In each case the employee will be required to submit to his Supervisor a list of the subjects to be taken with his request for such leave without pay.

(779)

e. Providing means for an overseas employee to return to this country for personal reasons, such as family illness.

f. To preserve continuity of service in case of injury or sickness incurred in line of duty, where an employee is granted L.O.F. in connection with such injury or sickness.

5. PROCEDURE

L.O.F. will not be authorized initially for any period in excess of twelve (12) months. Requests for any like or shorter period should adhere to the conditions stated above.

a. The employee should request L.O.F. from his supervisor, giving proper justification.

b. For periods less than sixty (60) days, notice of action will not be issued, and employees will continue to be reported on Form 1130.

c. For extended L.O.F., sixty (60) days or longer, Personnel Action notice will be issued. The Office concerned will submit CIG Form 37-3 "Personnel Action Request" to the Personnel Division at least one week in advance of the effective date of the employee's release from active duty.

d. The Transaction and Records Section, Personnel Division, will give the office concerned advance notice of the expiration of L.O.F. so that the employee can be contacted and the Form 37-3, requesting return to duty, can be properly submitted.

e. In the event an employee does not return from L.O.F. at the designated time, has not had an extension granted or has not indicated that he will return, it will be necessary to terminate the employee's services due to "Abandonment of Position".

f. An extension or renewal of extended L.O.F. will also require a personnel action. The office concerned will, therefore, submit Form 37-3 requesting "Extension of L.O.F." in accordance with the above conditions.

6. REVIEW OF REQUESTS

The office concerned will be responsible for preliminary review and approval of all requests for L.O.F. for conformance with CIG policy. In cases where justification for L.O.F. is questionable, the Personnel Division should be contacted for technical advice.

-3-

7. FILLING L.O.I. POSITION

A position occupied by an employee on extended L.O.I. may be filled by a temporary appointment. In such instance, the office should submit a separate Form 37-3 requesting "Establishment of a Temporary Identical Additional Position", stating the reasons under "Remarks". The Personnel Division will take appropriate action to fill the temporary position. The temporary incumbent of the position must be removed by reassignment or termination by the effective date of the return to duty of the regular incumbent of the position.

8. CEILINGS

An individual on extended L.O.I., sixty (60) days or over, will not be charged against the Personnel Ceiling of the office concerned. However, an employee temporarily filling the position of an employee on extended L.O.I. will be charged against the ceiling.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

STATINTL

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

STAT

MEMORANDUM
NUMBER

23 April 1947

SUBJECT: Grievances and Complaints Procedure

EFFECTIVE UNTIL 1 JUNE 1947 UNLESS SOONER RESCINDED

These instructions set forth the principles and procedures to be applied in the fair and equal handling of employee complaints and grievances in the Central Intelligence Group.

1. SCOPE

The provisions of this procedure apply to CIG personnel in Washington and in the field.

2. LEGAL AUTHORITY

Executive Order No. 7916, dated 24 June 1938, provides that the Personnel Director shall establish a Grievance Procedure, subject to the approval of the head of the agency and the U. S. Civil Service Commission. The Director, CIG, and the Civil Service Commission have approved the procedure outlined herein.

3. INFORMATION TO PERSONNEL

It is the responsibility of Administrative officials to thoroughly advise supervisory personnel of all provisions of this procedure, and to insure that all personnel are fully informed of their rights and privileges under these provisions.

4. DEFINITIONS

A complaint or grievance is usually an employee's expressed feeling of dissatisfaction with respect to his day-to-day work relationships, working conditions, or status of employment. It may be introduced orally or in writing. Such problems or misunderstandings are personal to an individual employee, and their solution usually affects only the particular employee involved. Problems affecting general working conditions or matters which have broad application, involving general policy or administrative practices, are not appropriate for consideration under this procedure. Requests and inquiries which do not fall in the category of grievances, should be referred to the employee's immediate supervisor. In all cases, decisions and reasons for action taken should be given the employee promptly and in sufficient detail.

(735)

5. POLICY

- a) It is recognized that dissatisfaction on the part of employees may arise. This procedure is intended to provide and outline a standard outlet for such problems, and to give employees an opportunity to seek adjustment of any complaint or grievance without restraint, interference, coercion or reprisal.
- b) Separate procedures are provided in CSC Rules and Regulations for appeals of efficiency ratings, decisions on the classification of positions, involuntary separation during probationary or trial periods based on inability to perform the required duties, and decisions on administrative actions involving suspensions, involuntary separations and removals.

6. APPLICATIONS OF PROCEDURE

- a) This procedure applies to complaints and grievances which are personal to an employee.
- b) An employee who has completed his trial or probationary period and is being separated for inefficiency, will have the right to appeal under the Appeal Board Grievance Procedure.
- c) Employees who are terminated for cause, such as delinquency or misconduct, may exercise their right to appeal such removal under the Appeal Board provisions of this Procedure.
- d) An employee may not use the Grievance or Appeal Procedure as a delay in the application of administrative action or decisions. This does not preclude hearings which will be afforded an employee prior to disciplinary action or administrative decision. Such hearings are separate and apart from the appeal rights of the Grievance Procedure.
- e) Employees against whom complaints or grievances are brought shall be given the same rights under this Procedure as those accorded the employee originating the complaint or grievance.

7. STEPS AND CHANNELS

- a) In order that prompt solutions of complaints and grievances may be given, the following table and steps in the Procedure are established for channeling grievance matters. It is assumed that intermediate supervisors will be consulted and informed relative to action on cases involving employees under their general jurisdiction.
- b) First Stage - Immediate Supervisor;
Second Stage - Branch Chief;
Third Stage - Assistant Director of Office; and
Fourth Stage - Director, CIG
- c) First Stage - Immediate Supervisor
The employee should first and always take up with his immediate supervisor, orally or in writing, any question, grievance, complaint, misunderstanding, or similar difficulty. He may be accompanied by an employee from his own office who may serve as witness.

-3-

The supervisor will allow the employee to state his case fully and will promptly and objectively investigate the situation. A brief record of the case will be kept by the immediate supervisor for his own information and for possible reference should the matter be referred to higher authority.

d) Second Stage - Branch Chief

If the matter is not adjusted to the employee's satisfaction at the first stage and the employee desires to appeal, he shall submit his case in writing through his immediate supervisor, who will forward the original to the Branch Chief, and a copy of the appeal to the Chief, Personnel Division, CIG. The Branch Chief will give the employee full opportunity to explain his problem personally. The employee may be accompanied by not more than two CIG employees of his own choice who may be heard as witnesses. The Branch Chief will obtain all pertinent facts in the case by consulting with other persons concerned or having knowledge of the circumstances. A written record will be maintained by the Branch Chief, including a statement of the grievance, the names of persons concerned, the names of those with whom the matter has been discussed, a summary of findings, and a statement of action taken. The employee will be informed in writing of action taken at this level after full consideration has been given the case. A complete case record will be forwarded to the Chief, Personnel Division and to the Personnel Relations Section, Personnel Division.

e) Third Stage - Assistant Director

If the matter has not been settled to the satisfaction of the employee at the second stage, he may address an appeal to the Assistant Director, CIG, in the Office concerned. The request will be forwarded by hand through the Branch Chief to the Chief, Personnel Division. The Chief, Personnel Division, will forward the appeal and case records to the Assistant Director of the Office. The employee's appeal will request that an impartial Advisory Appeal Board be established to hear the case, and will state the name of the person he selects for Board Member. Upon receipt of the request, the Assistant Director of the Office will name a Member to the Advisory Appeal Board and will immediately notify the Chief, Personnel Division, of his selection. The two Members named will agree on, and appoint, a third Member, notifying the Chief, Personnel Division of such selection. If an agreement cannot be reached as to the selection of the Third Member, The Chief, Personnel Division, who automatically serves as Chairman of the Advisory Appeal Board, but in a non-voting capacity, will select the third Member to the Board. The Board, therefore, will consist of four Members, three of which will have voting status. Membership will be restricted to employees of CIG. The Chief, Personnel Division, will maintain absolute impartiality in his service on the Board. His responsibilities are to advise the Board as to proper procedure and regulations to see that proper records are maintained, and to insure expeditious handling of the matter.

The Chairman, will convene the Board, which will investigate the case promptly, review all pertinent papers and hear all persons, or receive such evidence as the Board, by majority vote, determines necessary. All Members and the employee will be present when a hearing is held, and the employee will be given ample opportunity to present his case. He may be accompanied or represented by not more than two employees of his own choice from CIG. The employee will notify the Chairman of the Board in writing of the names of such representatives prior to the time of the hearing. The Chairman of the Board will make necessary arrangements for the complete recording of all proceedings for administrative use. Upon request, this report will be made available to the employee. A written report, signed by the three Members and certified by the Chairman, including a statement of findings and recommendations, will be submitted to the Assistant Director of the Office, but will give no indication of individual opinions or recommendations. If a complete agreement cannot be reached, a majority decision will be binding. The Assistant Director of the Office will render a prompt decision and will inform the employee of such decision in writing. If the employee is dissatisfied with this decision, he may appeal to the Director, CIG.

f) Fourth Stage - Director, CIG

The employee will forward his written appeal to the Director, CIG, following the same procedure as outlined in the third stage. The Chief, Personnel Division, will act in the same capacity as outlined in the third stage. The Director will make a careful and impartial review of the records. If hearings are deemed necessary the employee will be heard and may have representation. The written decision of the Director will be final and the case will be considered closed. Complete records of the case in all stages will be maintained in the Personnel Relations Section, Personnel Division.

g) Conduct of Appeal Boards

Appeal Boards will conduct meetings in an orderly and informal manner. They will not function as a judicial or trial body. Appeal Boards will be established for the purpose of advising and assisting the appropriate authority in rendering a fair and unbiased decision based upon information and facts, and to advise the proper authority of findings and recommendations. The employees and witnesses may be subject to questioning. However, "cross-examinations" and technical "objection" to testimony by Board Members will not be tolerated. All proceedings relative to the Grievance Procedure will be carried out on official Government time and during the normal work day. Scheduled time off will not be granted the employee or his fellow-workers to prepare his case.

-5-

h) Time Limitations

Decisions at the first stage will be reached within three working days; at the second stage in not more than six working days; at the third and fourth stages in not more than ten days each. If for any reason the decision is delayed, the employee will be notified in writing of the delay, reasons for the delay, and the decision date. An employee will be allowed ten working days to appeal the decision rendered at the first, second and third stages. An appeal of separation or removal will be made within five working days from the time of the employee's receipt of the official notice of the action.

i) Expense and Travel

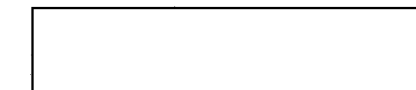
Travel or any other expenses which the employee, his representative or witnesses, might incur in connection with attendance at hearings granted at the employee's request, will not be borne by CIG. Annual leave, leave without pay, or a combination of both will be granted for actual travel time by any CIG employee involved in the case.

8. GENERAL

If grievances or complaints are submitted which are not in accordance with this procedure, the proper authority will advise the employee as to the proper procedure and approved provisions, and inform him that CIG requires the application of the Procedure in the interest of efficient, prompt and systematic handling of employee problems.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

STATINTL

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

STAT

MEMORANDUM
NUMBER

18 April 1947

SUBJECT: Federal Works Agency Property Passes

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. A Federal Works Agency Property Pass will accompany the movement of all public property from and among the various buildings occupied by this Agency. Building guards have been instructed to require that a signed F.W.A. Property Pass be obtained prior to the withdrawal of any equipment from a building. The procedures outlined herein regarding the issuing of Federal Works Agency Property Passes will be adhered to by all concerned.

2. Responsible individuals in the various using offices desiring to effect a transfer or withdrawal of property from any building will coordinate the contemplated movement with their respective Branch Supply and Property Officer. After the necessary transfer documents have been initiated, the Branch Supply and Property Officer will forward a signed memorandum to the appropriate office or individual indicated in Paragraph 3 below requesting that a F.W.A. Property Pass be issued. This memorandum should be prepared in duplicate and one copy should be retained by the Branch Supply and Property Officer.

3. The Chief, Property Control Section, Services Division, P & A, is responsible for the coordination and control of all property transfers within this Agency, and is therefore charged with the issuing of all F.W.A. Property Passes. However, to expedite the movement of equipment, the individuals listed below are authorized by the Chief, Property Control Section, to issue property passes for all the buildings indicated below:

<u>Building</u>	<u>Room</u>
North)	
South)	235 South Bldg.
Central)	235 South Bldg.
Administration)	235 South Bldg.
"M"	
Que	2169 Que Bldg.
	2169 Que Bldg.
New War	2161 New War
	2161 New War

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2210 E St., N.W.

All Buildings
(Communications
Equipment Only)

All Buildings
(Deliver & Turn-Ins
of Equipment except
Communications)

208, 2210 E St., N.W.
208, 2210 E St., N.W.

204 South Bldg.
254 South Bldg.

12-A North Bldg.
12-A North Bldg.
12-A North Bldg.

4. Property passes will not be issued until a written request is received from the Branch Supply and Property Officer. The individuals designated above will maintain a file of those requests to be forwarded to the Property Control Section at the end of each month.

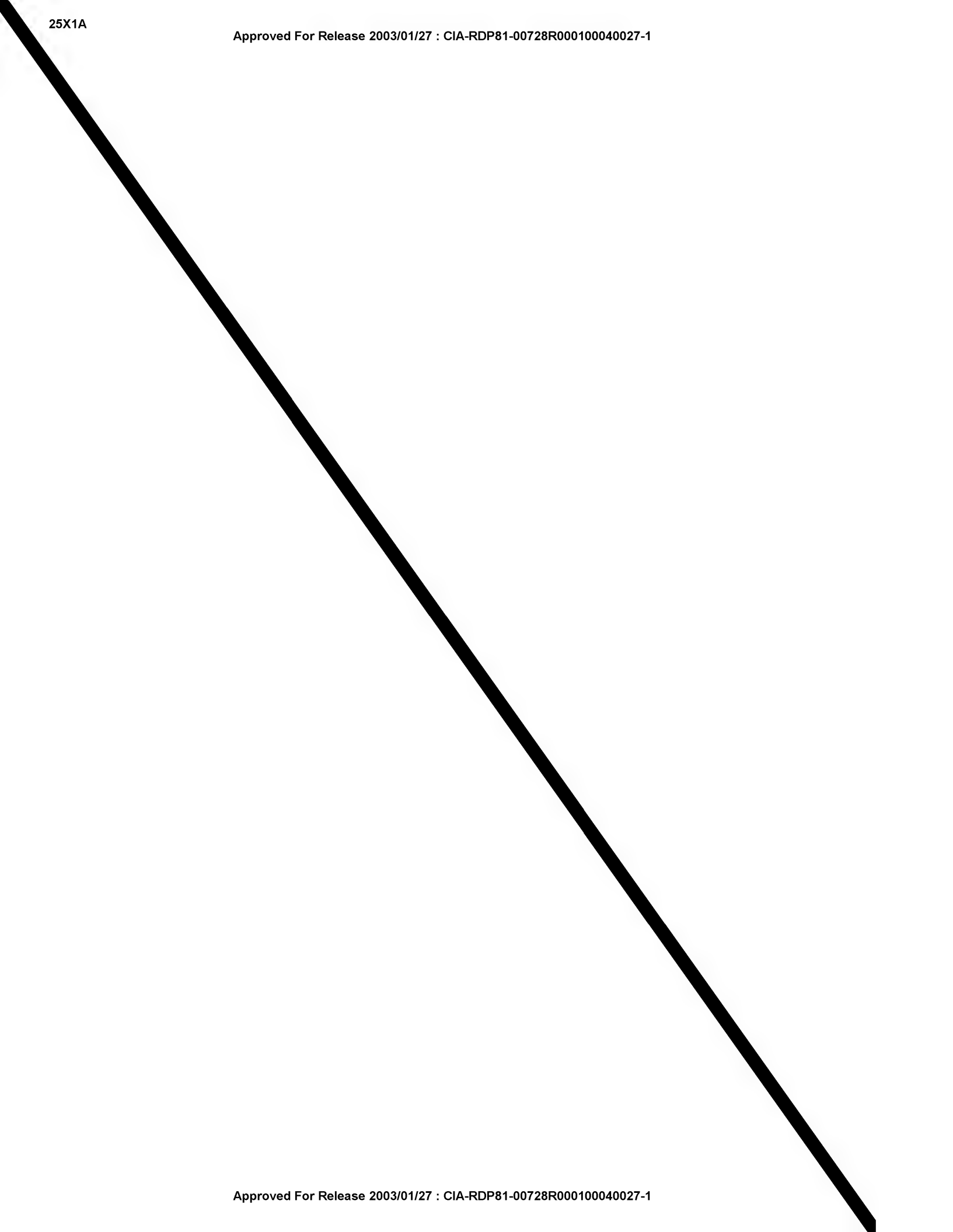
STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A



25X1A

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CENTRAL INTELLIGENCE GROUP
Washington, D. C.

25X1

MEMORANDUM
NUMBER

4 April 1947

SUBJECT: Activation of Special Distribution Unit, Central
Records Section

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

25X1A

1. Supplementing instructions contained in CIG Administrative
Order issued 30 September 1946, CIG activities are
advised as follows:

- (a) The Special Distribution Unit, Central
Records Section, has been activated and is
located in Room 303, South Building,
2430 E Street, N. W.
- (b) The function of this unit is the handling of
all Top Secret material received or dispatched
by CIG, and it is essential that all such
material be processed and controlled by this
unit, except as provided in the Top Secret
Control Procedure as contained in the CIG
Security Regulations.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Deputy Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

RESTRICTED

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RESTRICTED

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

MEMORANDUM
NUMBER

4 April 1947

25X1

SUBJECT: Activation of Special Distribution Unit, Central
Records Section

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

25X1A

1. Supplementing instructions contained in CIG Administrative
Order issued 30 September 1946, CIG activities are
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- (b) The function of this unit is the handling of
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by CIG, and it is essential that all such
material be processed and controlled by this
unit, except as provided in the Top Secret
Control Procedure as contained in the CIG
Security Regulations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

Deputy Executive for Personnel
and Administration


ATTACHMENTS: None

DISTRIBUTION: A

RESTRICTED

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STATINTL

 CENTRAL INTELLIGENCE GROUP
Washington, D. C.

27 March 1947

STAT

MEMORANDUM
NUMBER

SUBJECT: Efficiency Rating Program

EFFECTIVE UNTIL 1 JUNE 1947 UNLESS SOONER RESCINDED

STAT

(NOTE: C.I.G. MEMORANDUM NO. NOT GIVEN REGULAR DISTRIBUTION -
TO ALL SUPERVISORS, ADMINISTRATIVE AND RATING OFFICIALS
ONLY)

1. Purpose. The purpose of the memorandum is to inform you in a general way, of the Efficiency Rating Program of CIG and to outline the administrative framework within which the program will operate.
2. References. References relating to the "Uniform Efficiency Rating" are:
 - a. Section 9, Classification Act of 1923 as amended.
 - b. CSC Efficiency Rating Manual, amended March 15, 1944.
 - c. CSC Rating Officials Guide, June 1945.
 - d. CSC Federal Personnel Manual, Chapter E 1, August 7, 1945.
3. Coverage. The uniform efficiency rating system promulgated by the Civil Service Commission legally applies to all employees paid under the compensation schedules contained in Section 13 of Classification Act of 1923, as amended. Accordingly, this rating system applies to all Civilian Employees in CIG in Washington and the Field. An employee is not excepted from this system because of part time or temporary employment or because of type of funds from which paid.
4. Policy.
 - a. The accomplishments of CIG will be determined by the manner in which each employee performs his assigned duties. For this reason, it is important for CIG to know how well each employee is accomplishing his specific task.
 - b. The efficiency rating system, if properly and uniformly applied, will determine the effectiveness of each employee in carrying out his duties as a part of the mission of CIG. It is, therefore, the responsibility of every representative of Management to apply the efficiency rating system in accordance with approved regulations.
 - c. Information secured by the system also provides an indication as to the need for employee utilization, information for reassignments, transfers, promotions, demotions, training and employee relation activities.
 - d. Efficiency ratings assist employees by providing them with information on how well their job or work is being performed and where their work is deficient. An employee who knows his work is being

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evaluated, strives to accomplish more and better work. A recorded evaluation of his work is a protection against unfair action, whether it be deliberate or caused by inadequate information. Furthermore, the efficiency rating process gives the employee an indication of his progress upon which his advancement depends.

c. The system provides each supervisor with a tool which will point out the inadequacies, weaknesses and failings of employees as well as the desirable and outstanding qualities and performances of the employees.

5. Administration of the Efficiency Rating System.

a. Responsibility. The Director of Central Intelligence is required by law to rate the efficiency of each employee who is subject to the system. The Director has delegated this responsibility to the Chief, Personnel Division. The Personnel Relations Section and the Efficiency Rating Committee have been given the responsibility for administering the program.

b. Membership and Functions of the Efficiency Rating Committee:

(1) The CIG Committee has been designated by the Director, and the membership is as follows:



This Committee will serve in a staff capacity for the Director and the Chief, Personnel Division, and will be primarily concerned with general efficiency rating policies and with the coordination of the program throughout CIG. Briefly, the responsibilities of the Committee are:

- (a) To act for the Director in applying the efficiency rating system.
- (b) To insure that uniform standards are applied throughout its jurisdiction.
- (c) To advise and assist administrative and supervising officials in determining performance requirements and training programs.
- (d) To assist reviewing officials and others regarding rating procedures.
- (e) To review and approve individual rating sheets for proper markings.

STATINTL

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- (f) To hear and determine appeals and recommendations of ratings originally approved by the Committee.
- (g) To see that ratings are made when due.

c. **Efficiency Rating Officer.** An efficiency rating officer appointed by the Assistant Director of each office will, with the assistance and guidance of the committee and the Efficiency Rating Technician, assigned to the Personnel Relations Section, implement the rating program in each Office. He will encourage supervising officials in setting performance standards, conduct supervising training programs and in the selection of element patterns and review initial and appellant ratings to insure uniform application of the system within the Offices of CIG.

d. **Rating Official.** The Rating Official will be the person immediately responsible for the work of the employee (first person in authority who has supervisory responsibilities). The Rating Official will make the initial evaluation of performance.

e. **Reviewing Official.** The Reviewing Official will be the supervisor highest in line of authority above the rating official who has personal knowledge of the employee's performance. He may, upon review, approve or revise the ratings after conferring with rating officials and any intermediate supervisors.

6. Types of Ratings.

a. Official Ratings.

(1) Official regular ratings are prepared annually as of March 31 for all employees who on that date are not serving probational or trial period and who have worked in CIG for at least 90 calendar days during the rating year in the classification grade held on March 31.

(2) Official Probational or Trial Period Ratings are to be made 60 days before the close of the employee's probational or trial period.

b. **Official Special Ratings.** Generally, an official special rating is made whenever the employee has no official rating of record as of the latest 31 March date or any date thereafter and a current official rating is needed for periodic within-grade salary increase determination. An official special rating is made in connection with a reduction in force when there is no official rating on record. Such rating is official for all purposes for which it is appropriate, even though it is based on less than 90 days' service.

c. **Administrative-Unofficial.** Administrative unofficial ratings are prepared to provide supplementary records of performance for administrative information and use.

- 4 -

7. Notice to Employees. After approval by the Efficiency Rating Committee, every employee shall be notified of his official rating on Standard Form 68. All notices will be released simultaneously on a date designated by the Efficiency Rating Committee, but not later than 29 May. Copies of Form 68 will not be made for filing. However, the date that the notice is given the employee will be inserted on Standard Form 51 which will be filed in the employee's personnel folder.


8. Efficiency Rating Appeals. There are two general types of appeals, administrative and statutory.

a. Administrative appeals will be those conducted wholly by and within CIG, and will be heard and decided upon by the Efficiency Rating Committee. An employee's use of the administrative appeals procedure, which will be developed, will not preclude or prejudice his right to appeal to the Statutory Board of Review.

b. Statutory appeals will be conducted by the Efficiency Rating Board of Review for CIG. The chairman of this board will be designated by the Civil Service Commission. One member will be selected by CIG employees and the third by the Director or his designate. The statutory appeal will be conducted in accordance with Civil Service Commission regulations and procedures.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: To All Employees of CIG

25 October 1946

CENTRAL INTELLIGENCE GROUPC. I. G. ADMINISTRATIVE ORDER NO.

STAT

ESTABLISHMENT OF PROJECTS REVIEW COMMITTEE

1. Purpose: In order to provide for adequate advance planning, proper control of funds, and utilization of personnel, all new projects undertaken by the Offices and Divisions of CIG will be submitted to the Projects Review Committee for approval prior to activation.

2. Committee Membership: The Projects Review Committee shall consist of the following:

- | | |
|--|-------------|
| a. Deputy Director | - Chairman |
| b. Executive Director | - Member |
| c. Assistant Director or Staff
Division Chief Sponsoring
Project | - Member |
| d. Fiscal Advisor, detailed from
Finance Division, Personnel and
Administrative Branch, for Assistant
Director or staff Division Chief
Sponsoring Project. | - Member |
| e. Chief, Advisory Council | - Secretary |

3. Project Procedure: The Assistant Director or Staff Chief having primary interest in a new project will carry out the following procedure:

- a. Secure basic approval of the proposal from the Chief, Inter-departmental Coordinating and Planning Staff; except in the case of Special Operations, basic approval will be obtained from the Director or Deputy Director.
- b. Prepare project proposal in triplicate to be submitted to the

- 1 -

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25 October 1946

Committee and to include the following information:

- (1) Scope of project (In the case of Special Operations, this will only be in such detail as security will permit).
- (2) Urgency of completion, to include time required to activate and complete the project.
- (3) Type of funds required (i.e. vouchered or unvouchered).
- (4) Estimated cost, to include the following:
 - (a) Number of personnel and salary rates.
 - (b) Special equipment.
 - (c) Travel.
 - (d) Communications.
 - (e) Housing.
 - (f) Operational Supplies.
 - (g) Any unusual logistical requirement.
- (5) Succinct statement in defense of the project.

4. Committee Procedure:

- a. The Committee will meet at the call of the Chairman, and after proper consideration has been given to the proposal, shall take the following action:
 - (1) Approve project in the name of the Director.
 - (2) Approve project in the name of the Director, with such exceptions as are determined by the Committee.
 - (3) Disapprove project. Disapprovals of projects in each instance will be reviewed by the Director, and final action of the Committee will not be effective until the Director's concurrence has been obtained.


~~TOP SECRET~~
25 October 1946

- (4) The action taken by the Committee will be prepared by the Secretary and approved by the Chairman. Copies of such action will be distributed as follows:
- (a) One copy to CIG activity sponsoring project.
 - (b) One copy to the Executive for Personnel and Administration.
 - (c) One copy retained in the file of the Secretary to the Committee.

5. General:

- a. The Executive for Personnel and Administration will not honor requests for funds or personnel until final approval of the Projects Review Committee has been obtained.
- b. Projects in existence prior to 1 November 1946 are considered to be approved by Committee action, but will be subject to review at such times as the Chairman of the Committee determines.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Deputy Executive
and Administration

STAT

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

12 March 1947

you will not add to this and circulate
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MEMORANDUM
NUMBER

SUBJECT: Rescinding C.I.G. Administrative Order

EFFECTIVE UNTIL 30 June 1947

1. C.I.G. Administrative Order dated 10 September, 1946, Subject: "Organization and Personnel Reports" is hereby rescinded, effective this date.

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STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

STATINTL

RESCINDED PER CIA GENERAL ORDER

EFFECTIVE 30 JUNE 1947, CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED

(347)

25X1A

RESTRICTEDCENTRAL INTELLIGENCE GROUP
Washington, D. C.

11 March 1947

MEMORANDUM

NUMBER

25X1

SUBJECT: Allotment and Control of CIG Funds

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED1. GENERAL

The Finance Division, Personnel and Administration Branch, is responsible to the Director of Central Intelligence for the financial control of all CIG appropriated funds in accordance with statutory requirements. The Finance Division will prepare and submit all required financial statements to proper agencies of the Government.

2. BASIS OF ALLOTMENT

a. The Chief, Finance Division, will, after consultation with Assistant Directors and Chiefs of Staff Sections, determine, within budgetary limitations, the routine fiscal needs of each Office or Staff Section that will enable these units to carry out functions assigned by the Director of Central Intelligence. After this determination, the Chief, Finance Division, will allot funds to each activity on a quarterly basis.

b. Funds for projects requiring action of the Projects Review Committee will be allotted in accordance with the provisions of CIG Administrative Order "Establishment of Projects Review Committee", dated 25 October 1946.

25X1A

3. ALLOTMENT ACCOUNT PROCEDURES

a. The Chief, Finance Division, will furnish each Assistant Director or Chief of Staff Section with an allotment authorization for his activity. This authorization will include amount of funds authorized for each purpose (personal services, travel, equipment, supplies, communications, etc.) and the allotment account number.

b. Administrative actions such as requests for supplies, travel, personnel actions, etc., which involve expenditure of funds will include the allotment account number of the activity making the request.

RESTRICTED

(339)

RESTRICTED

- 2 -


c. The Chief, Finance Division, will, on a monthly basis, inform each activity of the status of its allotment account. This report will include amount allotted, obligations and expenditures to date, and remaining unobligated balances.

4. INCREASED ALLOTMENTS

Requests for increases in quarterly allotments (Par. 2a above) will be submitted through the Chief, Finance Division, to the Director of Central Intelligence for approval. This request will include the necessary justification for such increases.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

RESTRICTED

(339)

COPY NO.

67

CONFIDENTIALCENTRAL INTELLIGENCE GROUP
Washington, D. C.

26 February 1947

MEMORANDUM
NUMBER

SUBJECT: CIG TELEPHONE DIRECTORY

EFFECTIVE UNTIL 7 MARCH 1947

1. The Assistant Directors, the Chief, Inter-departmental Coordinating and Planning Staff, and the Chiefs of the Divisions of the Personnel and Administrative Branch are requested to prepare a corrected copy of the CIG Telephone Directory, indicating corrections as to name spelling, room numbers, and telephone extensions and additions of personnel who were omitted.

2. Corrected copies of the directory should be forwarded to the Chief, Communications Division, 250 South Building. It is presently planned to issue a new directory on or about 1 April 1947, and corrections should be forwarded to the Communications Division not later than 7 March 1947.

3. It is also requested that up to date lists of names and home telephone numbers of CIG personnel be furnished the Chief, Communications Division, at the earliest possible date.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

 Executive for Personnel
and Administration

Attachments - None

Distribution - A

(252)

CONFIDENTIAL

EFFECTIVE 30 JUNE 1947, CIG MEMORANDA HAVING BEEN REINDEED ARE NOT EFFECTIVE
AFTER 1, JULY, 1947

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

MEMORANDUM
NUMBER

20 February 1947

STAT

SUBJECT: Personnel Relations Policies

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. GENERAL

a. It is the policy of the Central Intelligence Group to develop and maintain good employee relations as an important and necessary part of its personnel program. The Personnel Division, Personnel and Administrative Branch, is charged with the responsibility of promoting good relationships among the operating officials and the employees of CIG. As a part of management, the Personnel Division is vitally concerned with the development of constructive day to day work relationships to the end that such working conditions and relationships will enhance morale and efficiency.

b. CIG is required by law to apply the uniform efficiency rating system as the method of evaluating civilian employees' performance in carrying out assigned tasks. The Director of Central Intelligence is required by the Classification Act of 1923, as amended, to rate the efficiency of each employee who is subject to the rating system. The Director has delegated to the Chief, Personnel Division, the responsibility for administering the efficiency rating program in CIG. It is the direct responsibility of every representative of management in CIG to apply the principles of the efficiency rating system, as an aid to good management, not once a year, but throughout the entire year as provided for in Civil Service Commission Regulations and in accordance with future directives to be issued by CIG.

c. It is the responsibility of the Personnel Division to advise on grievance matters, complaints and related problems, and to assist in developing and assembling information necessary to equitably resolve any given problem.

d. A specialized service is available to the employees of CIG in other fields such as housing, financial matters, group hospitalization, income tax assistance, and other welfare activities.

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2. FUNCTIONS OF THE PERSONNEL RELATIONS SECTION

It is the specific responsibility of the Personnel Relations Section of the Personnel Division to:

a. Advise and assist management in the formulation and application of policies designed to improve and maintain good working relationships.

b. Encourage and promote the establishment and use of definite means of communication and channels of information between management and other employees.

c. Establish efficiency rating policies in CIC within the framework of the uniform and compulsory efficiency rating system promulgated by the Civil Service Commission, and to insure that Efficiency Rating Committees are established and that they carry out their responsibilities in an equitable manner.

d. Encourage administrative and supervisory officials in the development of performance and "job" requirements and to coordinate the efficiency rating program with all other personnel activities.

e. Advise Efficiency Rating Committees regarding proper procedures and regulations, and to administer appellant procedures, both administrative and statutory.

f. Render assistance to employees as needed, including counselling, interim and pre-exit or exit interviews.

g. Act in a staff and advisory capacity to management and employees in the handling and disposition of grievances, complaints, and related problems.

h. Aid management in developing and maintaining harmonious relationships with employee groups and organizations.

i. Conduct special studies on matters of discipline, grievances, absenteeism, and other problems, and to recommend and advise on remedial programs or measures where needed.

j. Be responsible for the Group Hospitalization Program within CIC, and furnish advice and assistance to sub-treasurers throughout the agency.

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3. FUTURE INFORMATION

The above statements constitute the general functions and responsibilities of the Personnel Relations Section, Personnel Division. Additional information concerning specific phases of the Program involving procedure, forms, and the relation of the Program to operating officials, management, and individual employees, will be developed from time to time and will be made available to all employees of CIG.

4. ASSISTANCE AND INFORMATION

Requests for assistance or information regarding the policies or programs described herein should be directed to the Chief, Personnel Relations Section, Personnel Division, in Room 118, North Building, or by telephone on CIG Extension

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STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for Personnel
and Administration

Attachments - None

Distribution - A

(184)

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

18 February 1947

MEMORANDUM
NUMBER

STAT

SUBJECT: PROCEDURE FOR ESTABLISHMENT OF ORGANIZATIONAL
STRUCTURE AND PERSONNEL POSITIONS WITHIN C.I.G.EFFECTIVE UNTIL 30 JUNE UNLESS SOONER RESCINDED(NOTE: C.I.G. MEMORANDUM NO. GIVEN LIMITED DISTRIBUTION -
ARMY OFFICERS ONLY)

STAT

1. Action by Advisor for Management:

a. In coordination with the Office or Staff Section concerned, determine functional responsibilities, internal organizational structure, and tentative positions and grades essential to efficient operations.

b. In coordination with the Chief, Classification and Salary Administration Section, Personnel Division, P & A Branch, review tentative grade classifications for presentation to Civil Service Commission.

c. In coordination with the Chief, Finance Division, P & A Branch, review total number of positions recommended and establish personnel ceilings to meet budget requirements.

d. Obtain approval of the Executive Director to tentative Tables of Organization and personnel ceilings and transmit them to the Executive for P & A for distribution and further action.

e. Upon receipt of information of grades and positions finally established by the Civil Service Commission, prepare final Tables of Organization and forward them, together with personnel ceilings, to the Executive for P & A for appropriate distribution.

f. Constantly survey the requirements of C.I.G. activities and recommend changes in functions, organizational structure, and personnel needs whenever necessary.

EFFECTIVE 30 JUNE 1947, CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED
OR SUPERSEDEDRESCINDED PER CIA GENERAL ORDER

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2. Action by Executive for P & A: ✓

a. Distribute tentative and final Tables of Organization and personnel ceilings as indicated below:

- (1) Three to Office or Staff Section concerned.
- (2) One to Finance Division, P & A Branch.
- (3) Three to Personnel Division, P & A Branch.

b. Require Finance Division to: (1) Coordinate with Advisor for Management in establishing personnel ceilings with budget limitations; (2) Establish such procedures as may be necessary to maintain a budget check on position control by Personnel Division.

c. Require Personnel Division to:

(1) Establish recommended grades and positions with Civil Service Commission.

(2) Coordinate with Offices and Staff Sections to procure authorized personnel in accordance with established policies and procedures.

(3) Establish and maintain position control procedures to insure that grades established in Tables of Organization and total authorizations established by personnel ceilings are not exceeded.

3. Action by Assistant Directors and Heads of Staff Sections:

a. Coordinate with Personnel Division, P & A Branch, in personnel procurement for their activities, under established policies and procedures.

b. Establish and maintain internal position control procedures to insure that procurement requests do not exceed grade and personnel authorizations.

c. Keep Personnel Division informed of any essential priority requirements for personnel procurement.

d. Coordinate with the Advisor for Management in establishing internal functions, organizational structure and personnel requirements.

4. General.

a. No established functions or organizational structures will be changed without the prior concurrence of the Advisor for Management and approval of the Executive Director.

b. No established personnel authorizations or ceilings will be changed without prior concurrence of the Executive for P & A and Advisor for Management and approval of the Executive Director.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Executive for Personnel
and Administration

Attachments - none

Distribution: A

CENTRAL INTELLIGENCE GROUP
Washington, D. C.C.I.G. MEMORANDUM
NO.

11 February 1947

STAT

SUBJECT: Accountability and Responsibility For Property at
CIG Installations (Effective until 30 June unless
sooner rescinded)1. GENERALa. Authority

In accordance with the provisions of USCA Title 31, Sections 89, 90, 91, 92, the Central Intelligence Group, as an independent agency, is responsible for the establishment of policies and procedures pertaining to all phases of property accounting. A complete series of property regulations are in process of publication, and will be issued to all activities upon completion.

b. Purpose

This order is the authority for the establishment of uniform property records to be maintained and procedures to be followed in accounting for supplies and equipment at all CIG operating units and installations except those activities under the jurisdiction of the Director of The Office of Special Operations. Immediate action will be taken to comply with the provisions of this order which are effective upon publication.

2. ACCOUNTABILITY

a. "Accountability" is the obligation of an individual, officially designated to maintain a formal record of CIG property on a stock record account. An individual so designated by a superior to maintain a formal basic record, showing by item the receipt and disposal of property, and the quantity of property on hand, will be referred to as an accountable Supply and Property Officer.

b. Any commissioned or warrant officer of the U. S. Army or Navy, or any U. S. civilian employee, CAF-7 or above, may be designated as an accountable officer for public property under the jurisdiction of this agency.

3. RESPONSIBILITY

a. "Responsibility" is the obligation of an individual for the proper custody, care, and safekeeping of Government property entrusted to his possession or under his supervision whether or not a signed receipt has been given. Responsible individuals are not required to maintain a formal stock record account for property in their possession, but the maintenance of an informal record of receipts and disbursements is advisable.

b. "Direct responsibility" is used to indicate the responsibility of an individual to whom property has been entrusted and who is specifically charged with its care and safekeeping.

c. "Supervisory responsibility" indicates the responsibility which will be exercised by the senior individual of an installation or unit such as a branch, division, etc., to insure that all property over which he has jurisdiction is safeguarded, administered and accounted for.

4. EXPENDABLE AND NON-EXPENDABLE PROPERTY

a. Non-expendable property includes all supplies and equipment not consumed in use and which ordinarily retain their identity during the period of use, such as vehicles, machines, desks, and typewriters.

b. Expendable property includes all supplies and equipment which are consumed or lose their separate identity in use. Spare parts, which are used to repair or complete other articles, office supplies, such as stationery, pencils, etc., are considered expendable items.

c. For accounting purposes, non-expendable items of housekeeping equipment and office supplies having a unit value of less than \$1.00 will be considered expendable upon issue, and will not be carried on the records of the Accountable Supply and Property Officer. Such items include: cups, glass, sponge; pads, stamp; rulers, wood; removers, stapler; trays, glass, ash; blotters, rocker type.

5. ESTABLISHING AND MAINTAINING STOCK RECORD ACCOUNTS IN WASHINGTON AREA

a. General

(1) Arrangements will be made by the various offices and branches in the Washington Area to determine the level at which accountable Branch Supply and Property Officers will be appointed.

(2) Normally, accountability will be established at the branch level; however, this is not mandatory. The organizational structure of the office, and its subordinate units (branches, divisions, etc.), should be the primary factor in the determination of the accountability level.

b. Establishing Accounts and Account Numbers

(1) After the accountability level has been established, office, branch, and/or division chiefs will take immediate action to effect the appointment of an accountable officer for their respective units. Individuals designated as accountable Branch Supply and Property Officers will familiarize themselves with the offices or groups of offices under the jurisdiction of their unit. Utilizing Form 36-13, the Branch Supply and Property Officer will establish an "Accounts Control Register" (Sample Attached) for using offices within his unit.

(2) Each office or group of offices will be assigned an account number by the Branch Supply and Property Officer. One individual within the office or group of offices will be designated as the responsible person for the property issued to that account number.

c. Inventory Procedure

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(1) Administrative Order dated 25 October 1946, required that an inventory as of 1 November 1946 be used as the basis for all accountable records. All property within the branch, including supplies and equipment in the possession of individuals, will be reflected on the records of the Branch Supply and Property Officer.

(2) Upon completion of the inventory, the property on hand in each account will be listed on a Form No. 36-7, "Request for Supplies, Equipment or Services," (Sample Attached), prepared in quadruplicate by the Branch Supply and Property Officer. Three copies of Form 36-7 will be forwarded to the responsible individual in each account for checking and signature. One copy will be held in suspense by the Branch Supply and Property Officer.

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d. Consolidation of Inventories

(1) When the two signed copies of Form 36-7 are returned by the responsible individuals within the unit, the Branch Supply and Property Officer will consolidate all the original copies by item. This will constitute the Branch Supply and Property Officer's consolidated opening inventory which will be vouchered and posted as a debit to his stock record account. The signed original copies of Form 36-7 will become sub-vouchers to the consolidated inventory, and will be filed as such in the voucher file under one debit voucher number. The signed No. 2 copies of Form 36-7 will be filed in individual jacket files established for each responsible person after the forms have been posted by account number to the section entitled "Accounts Control" on the reverse side of the "Stock Control Card," Form No. 36-14 (Sample Attached).

(2) Two copies of the consolidated opening inventory will be forwarded to the Chief, Property Control Section by the Branch Supply and Property Officer.

e. Forms to be Used and Records to be Maintained

(1) The stock record accounts established by the Branch Supply and Property Officers will be maintained by item on individual "Stock Control Cards," Form No. 36-14. The face of the Form No. 36-14 will be used to maintain a running balance of each type of non-expendable property issued to his unit. This balance will represent the Branch Supply and Property Officer's total accountability for that item. The reverse side of the Form No. 36-14, known as "Accounts Control," will be used to maintain a running balance by item of property held by responsible individuals in each account. The total of the balance of the individual accounts on the reverse side of Form No. 36-14 should equal the quantity shown in the "Balance" column on the face of the "Stock Control Card."

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(2) Branch Supply and Property Officers will maintain a "Voucher Register" on Form No. 36-15 (Sample Attached) which will be used to record by number the vouchers that are posted as transactions to the "Stock Control Card." After such entries have been completed, the vouchers will be filed in the voucher file.

(3) Individual jacket files will be established and maintained for the responsible individuals of each account serviced by the Branch Supply and Property Officer. All vouchers representing transactions between the Branch Supply and Property Officer and the responsible individual of the account will be filed in the jacket file for that particular account after said transaction has been posted to the "Accounts Control" section of the "Stock Control Card."

f. Postings to the Stock Record Account

(1) All non-expendable property received from the Supply Section, Services Division, or from any other source, will be posted as a debit to the "Stock Control Cards" maintained by the Branch Supply and Property Officer.

(2) Issues made to individual accounts will not constitute a credit to the stock record account of the Branch Supply and Property Officer, but will be posted to the "Accounts Control" section on the reverse side of Form No. 36-14. The total accountability of the Branch Supply and Property Officer is not changed when "Memorandum Receipt" issues are made to individual accounts within the unit.

(3) Returns of excess non-expendable property to the Supply Section, Services Division, or any other dispositions made in accordance with instructions from the Supply Section, will be posted as a credit to the "Stock Control Cards" of the Branch Supply and Property Officer.

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(4) Expendable supplies, such as stationery, office supplies, etc., will not be carried on the stock record account of the Branch Supply and Property Officer, nor will they be reflected on the "Accounts Control" section of Form No. 36-14. Expendable supplies may be requisitioned by the responsible individual of the using office directly from the Supply Section of the Services Division.

(5) Non-expendable property transferred from one Branch Supply and Property Officer to another Branch Supply and Property Officer will be listed on a "Property Turn-In or Transfer Slip," Form No. 36-24 (Sample Attached) or on WDAGO Form No. 447, prepared in sextuplicate by the consignor or transferring officer. The consignor will retain two signed copies of the property transfer document, one of which will be posted as a credit voucher on the face of the "Stock Control Card" and subsequently filed in the voucher file. The other copy will be posted to the "Accounts Control" section on the reverse side of the "Stock Control Card," and placed in the individual jacket file of the responsible officer being relieved of the property. The consignee, that is, the receiving accountable Branch Supply and Property Officer, will use one copy of the transfer document to debit his stock balance on the face of the "Stock Control Card," and file same in the voucher of the "Stock Control Card," and will be placed in the jacket file of the receiving responsible officer. The consignor will forward two signed copies of the property transfer document to the Property Control Section after the transaction has been completed.

G. Records Maintained by Supply Section

Accountability will be established and stock record accounts will be maintained by those individuals who are responsible for the storage and issue of supplies and equipment under the control of the Supply Section, Services Division.

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6. ESTABLISHING AND MAINTAINING STOCK RECORD ACCOUNTS AT INSTALLATIONS OUTSIDE OF WASHINGTON AREA

a. Inventories

(1) Instructions from Washington directed that an inventory of all non-expendable supplies and equipment in use, and all expendable and non-expendable property in storage, be taken at each station as of 1 November 1946.

(2) This inventory should have included the supplies and equipment on hand at the station and non-expendable property at satellite installations under the administrative control of the station. The property taken up on the 1 November 1946 inventory will be used as a basis for establishing stock record accounts.

(3) All Government property in the custody of individuals at a field installation will be reflected on the stock record account of the accountable Supply and Property Officer. The property will be issued to the individuals on a "Memorandum Receipt" basis, and upon separation or transfer, the individual will return said property to the accountable Supply and Property Officer, and will obtain a receipt for same.

b. Forms to be Used and Records to be Maintained

(1) The accountable supply and property officer for each station will maintain stock record cards by item for all non-expendable and expendable supplies in stock available for issue, and for all non-expendable property issued on a "Memorandum Receipt" to using offices within the station and to satellite activities under the jurisdiction of the station. Form No. 36-17, "Stock Record Card," (Sample Attached) or AGO Form No. 421 may be utilized for maintaining stock record accounts.

(2) In addition to the stock record account, the accountable supply and property officer will be required to maintain individual jacket files for property issued on "Memorandum Receipt." A "Voucher Register" should be kept on Form No. 36-15 (Sample Attached) to record by number the vouchers which are posted as transactions to the stock record account.

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c. "Memorandum Receipt" Issue

(1) Non-expendable property used within the station and in satellite activities under the jurisdiction of the station will be issued by the accountable supply and property officer on a "Memorandum Receipt" basis to responsible individuals. Upon issue, the "Balance on Hand" column of the "Stock Record Card," Form No. 36-17, will be credited and the "Memorandum Receipt" balance will be increased. When AGO Form No. 421 is used, the "utility" column will be utilized for the "Memorandum Receipt" entries.

(2) The balance on hand, together with the balance issued on "Memorandum Receipt" as shown on the "Stock Record Card" will represent the total accountability of the accountable supply and property officer for any particular item.

(3) Accountability for expendable supplies ceases when issues are made by the accountable supply and property officer; the receipted transfer document will constitute a credit to his stock record account.

d. Property Acquisitions and Dispositions

(1) The accountable supply and property officer of each station will prepare a "Consolidated Property Report," Form No. 36-22 (Sample Attached) as of the last day of each month. This report will indicate by item the total gains or losses of non-expendable property which have occurred during the month. Items whose balances have not increased or decreased during the reporting period will not be included on the Form No. 36-22.

(2) Form No. 36-22 should be prepared in triplicate by the accountable supply and property officer. The original and one copy will be forwarded, through channels, to the Chief of Services, Washington, D.C., Attention: Property Control Section, to arrive not later than the 15th day of the following month.

(3) "Memorandum Receipt" issues and returns do not constitute a change in the total accountability of the accountable supply and property officer, and such transactions will not be included on the "Consolidated Property Report." Receipts will include property received from local Army or Navy supply sources, Services Division, Washington, local purchase, and all property turn-ins, except memorandum Receipts, made by individuals and/or using agencies. Overages accounted for on "Reports of Inventory Adjustment" will be classified as receipts. Disbursements will include all issues (except memorandum receipt) and transfers of supplies and equipment. Shortages accounted for on "Survey Reports" and on "Reports of Inventory Adjustment" will also be classified as disbursements.

7. AUDITS

All property accounts, maintained by designated accountable supply and property officers will be subject to periodic audits and inspections by a representative of the Property Control Section, Washington. Accountable officers may be held pecuniarily liable for any discrepancies which are discovered in the course of the audit unless such discrepancies can be satisfactorily explained and corrected.

8. PROPERTY CLEARANCE FOR INDIVIDUALS

a. Washington Area

- (1) All individuals must obtain a signed property clearance from their Branch Supply and Property Officer upon separation or transfer, and no final payment will be made by the finance officer until such clearance has been obtained.
- (2) Property in the possession of individuals who are being separated or transferred will be returned to the Branch Supply and Property Officer.

b. Outside Washington Area

- (1) Upon separation or transfer from a station outside the Washington area, all individuals must obtain a signed property clearance from the accountable supply and property officer. All property in the possession of such individuals should be turned in to stock prior to departure, and a receipt for same will be given to the individual by the accountable supply and property officer.

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(2) Personnel returned to the U. S. from overseas installations will not be allowed to retain any Government property unless said property is essential for the completion of the journey. The items retained, if any, will be listed on the reverse side of the property clearance certificate, and will be immediately returned to appropriate Services Division Supply Officers upon arrival in Washington.

9. LOST, DAMAGED, OR STOLEN PROPERTY - SURVEYS

a. General

(1) The policy of this agency contemplates that some individual will be responsible at all times for the care and safekeeping of Government property. In cases where property is lost, damaged, stolen, or destroyed by causes other than fair wear and tear in the service of the Government, the responsible individual will prepare a "Survey Report", Form No. 36-18 (Sample attached) in accordance with the procedures outlined below.

(2) "Survey Reports" must be initiated by the responsible individual within thirty days after the loss, damage, or destruction has been discovered.

b. Preparation and Distribution of "Survey Reports" in Washington Area

(1) The responsible individual will initiate "Survey Report" Form No. 36-18 prepared in sextuplicate, for lost, damaged, or stolen property. If the individual preparing the "Survey Report" holds the property on a "Memorandum Receipt" basis and is responsible but not accountable, he will forward the original and four copies of the report to his Branch Supply and Property Officer, who will post one copy as a credit to his stock record account. Another copy will be used to make appropriate deductions from the "Accounts Control" section of the "Stock Control Cards" and will be filed in the responsible individual's jacket file. The original and two copies of Form No. 36-18 will then be forwarded to the Property Control Section for investigation and action.

(2) When an accountable Branch Supply and Property Officer initiates a "Survey Report" as the responsible individual, an original and three copies of Form No. 36-18 will be prepared. One copy will be vouchered, posted to the stock record account of the accountable officer, and filed as a suspense voucher. The original and two copies of the "Survey Report" will then be forwarded to the Property Control Section for investigation and action.

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(3) Final decision on all "Survey Reports" will rest with the C.I.G. Property Survey Board. The Chairman of the Board will act on said "Survey Reports" for the Director, Central Intelligence Group.

(4) When final action has been completed on the "Survey Report", one copy will be returned to the responsible initiating individual and it will be filed by him as a valid voucher in lieu of the suspense copy which he has retained.

c. Preparation and Distribution of "Survey Reports"
outside Washington Area

(1) Supplies and equipment lost, damaged, or stolen, will be listed on a "Survey Report" Form No. 36-18, initiated in quintuplicate by the individual having direct responsibility for the property. Chief of Stations will appoint a disinterested investigation officer (civilian or military) to examine available evidence regarding the loss, damage, or destruction, and his findings will be included on the reverse side of the "Survey Report".

(2) If the responsible individual is not accountable and holds the property on a "Memorandum Receipt" basis, an original and three copies of the Form No. 36-18 will be forwarded by him to the accountable officer. The accountable officer will use one copy as a credit voucher to clear his stock record account for the items lost, damaged, or stolen, and one other copy will be signed by the accountable officer and will be forwarded to the chief of station for final approval or disapproval. After the "Survey Report" has been approved by the chief of station, one copy will be returned to the originator, and one copy will be forwarded to the Property Control Section, Washington, D.C. for informational purposes.

(3) When an accountable officer initiates the "Survey Report", an original and four copies will be prepared by him. One copy will be posted to his stock record account and filed as a suspense credit voucher. The suspense voucher will not be considered a valid voucher until an approved "Survey Report" signed by the Chief of station is returned to the Accountable officer concerned.

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(4) "Survey Reports" which have been disapproved by the chief of the station will be forwarded in duplicate to the Property Control Section, Washington, D. C., for final action and review. When action by the Property Control Section has been completed, one copy of the "Survey Report" will be returned through channels to the responsible initiating individual.

10. PROPERTY WORN OUT THROUGH FAIR WEAR AND TEAR

a. Washington Area

(1) Branch Supply and Property Officers will execute "Property Turn-in or Transfer Slips", Form No. 36-24, in connection with the return of property worn out, or otherwise rendered unserviceable through fair wear and tear without fault or neglect on the part of any individual, or individuals, or property which has become obsolete to appropriate supply and property officers of the Services Division. The responsible and/or accountable individual will be given credit for said turn-in on a copy of Form No. 36-24.

(2) Property will not be considered worn out through fair wear and tear, nor will credit be given unless it is returned to proper supply channels. The determination as to the validity of the fair wear and tear of the property will be made by the appropriate Services Division Supply Officer accepting the turn-in.

b. Installations Outside Washington Area

(1) Property worn out, or otherwise rendered unserviceable through fair wear and tear without fault or neglect on the part of any individual or individuals, or property which has become obsolete, will be returned to the accountable officer of the station for credit. Accountable officers will either effect repair of the items worn out through fair wear and tear or will make disposition of said items through salvage or other available means.

(2) Accountable supply officers will use "Reports of Inventory Adjustment" to clear their stock record accounts of property which has been worn out through fair wear and tear. Items of this type will be listed on a "Report of Inventory Adjustment" with the following certificate signed by the accountable supply and property officer and approved by the chief of station:

- 13 -

I certify that the items listed hereon have worn out through fair wear and tear in the service of the Government without fault or neglect on the part of any individual or individuals, and that said items are not economically repairable.

Accountable Supply and Property Officer

APPROVED:

Chief of Station

11. "REPORTS OF INVENTORY ADJUSTMENT"

a. General

Accountable Supply and Property Officers may utilize the "Report of Inventory Adjustment", Form No. 36-16, (Sample Attached), or WDAGO Form No. 444, to adjust discrepancies, which may appear on their stock record accounts, resulting from errors in nomenclature or posting. The overages and shortages of like items should offset one another on the "Report of Inventory Adjustment". The use of a "Report of Inventory Adjustment" by an accountable supply and property officer will be limited to reporting property worn out through fair wear and tear as outlined in Par. 10.b. (2) above, and the correction of nomenclature and/or posting errors on his stock record account.

b. Washington Area

(1) "Reports of Inventory Adjustment" will be prepared in quadruplicate by the accountable Branch Supply and Property Officer. One copy will be held in suspense by the originating officer, and the original and two copies will be forwarded to the Property Control Section for review and final approving action by the Chief of Services.

- 14 -

(2) After the "Report of Inventory Adjustment" has been approved, one copy will be returned to the accountable Branch Supply and Property Officer for posting to his stock record account, and it will subsequently be filed as a valid voucher. When necessary, the suspense copy of the "Report of Inventory Adjustment" will be posted to the "Accounts Control" section of the "Stock Control Card", and filed in the responsible individual's jacket file.

(3) "Reports of Inventory Adjustment" which are disapproved by the Chief of Services will be returned to the accountable Branch Supply and Property Officer with instructions that a "Survey Report" be initiated in accordance with paragraph 9 above.

c. Installations Outside Washington Area


(1) "Reports of Inventory Adjustment" will be prepared in quadruplicate by the accountable supply and property officer of the installation. One copy will be held in suspense by the originating officer, and the original and two copies will be forwarded to the chief of station for final approval. Chiefs of stations are enjoined not to approve "Reports of Inventory Adjustment" initiated to rectify discrepancies other than nomenclature changes and/or posting errors.

(2) After the "Report of Inventory Adjustment" has been approved by the chief of station, one copy will be returned to the accountable supply and property officer for posting to his stock record account, and it will subsequently be filed as a valid voucher. The chief of station will maintain one copy of the "Report of Inventory Adjustment" for file, and one copy will be forwarded to the Chief, Property Control Section, Washington, D. C.

(3) "Reports of Inventory Adjustment" which are disapproved by the chief of station will be returned to the accountable supply and property officer with instructions that a "Survey Report" be initiated in accordance with paragraph 9 above.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Executive for Personnel
and Administration

Attachments - 9

Distribution: A

1. Prepare in quadruplicate.
2. Do not number requisition.
3. Since the Services Division will number the requisition and return one copy to the requisitioning office, please refer to requisition number when making any inquiries.
4. Filling of orders will be accomplished more expeditiously if the following instructions are observed:
 - (a) List all items in stock number sequence and all forms in numerical sequence under Standard, Commission, and/or other forms.
 - (b) Do not list more than one item on each line.
5. This form is not to be used for duplicating or printing and binding requests.
6. Forward requisition in accordance with prescribed Administrative Instructions.

[illegible]

Next 9 Page(s) In Document Exempt

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

11 February 1947

MEMORANDUM
NUMBER ☐

STAT

SUBJECT: Transmission of Cables and Telegrams Via Government
Facilities.EFFECTIVE UNTIL 30 JUNE UNLESS SOONER RESCINDED

STATINTL

1. POLICY

General Regulations ☐ Sup'ls. 2 and 3 provide that government transmission channels shall be used for official messages only. Accordingly, personal messages shall not be transmitted via CIG facilities and official messages shall not contain any reference to personal matters.

2. OFFICIALS AUTHORIZED TO APPROVE CABLES AND TELEGRAMS

To insure that no personal or semi-personal telegrams or cables are transmitted through CIG transmission facilities and that the wording of messages is clear and concise, specific individuals in each office will be authorized to review and approve all outgoing cables and telegrams. The Assistant Director of each CIG office will designate the officials to perform this function, and will advise the Chief, Communications Division, Attention: Signal Center, in writing of the names of the individuals so designated, and provide specimen signatures in each case. Changes in the names of the individuals so authorized shall, as they occur, be forwarded to the Chief, Communications Division. Messages not approved by properly designated officials will not be accepted for dispatch by the Signal Center, nor will they be paid for from government funds if dispatched from facilities outside the agency. (Except as provided for in Par. 5 of this instruction.)

3. REVIEW OF MESSAGES PRIOR TO DISPATCH

The following criteria should govern in determining whether or not messages should be dispatched via official channels:

- a. The urgency of the business should be a determining factor. Any message which can be effectively handled by air mail should not be transmitted by telegram or cable. Dispatch of lengthy messages by telegram or cable should be held to the minimum.

- b. Telegrams to vendors relative to delivery or payment for supplies and equipment should be initiated only by authorized procurement or finance officers of the P. & A. Branch.
- c. Telegrams to prospective appointees with regard to positions, or telegrams to employees regarding personnel matters should be initiated only by authorized recruitment or personnel officers.
- d. The General Accounting Office has ruled (Comp. Gen. A-92370, 3/14/38) that where part of a telegram or cable is construed as being of a personal nature that the entire message will be considered personal and the responsible officer will be required to make reimbursement at commercial rates plus tax for the cost of the entire message. Included in the category of personal messages are the following subjects:
 - (1) Advice to relatives regarding the arrival or departure of an employee.
 - (2) Requests for hotel reservations. However, the mention of hotel reservations in telegrams relating to official travel, between administrative officials and employees may be considered as merely incidental to the official business involved. (Comp. Gen. G-47371, 2/2/45)
 - (3) Congratulatory messages of any kind.
 - (4) Inquiries from or advice to employees regarding extensions of leave, payment of salary or travel accounts, etc.
 - (5) Any message which may be construed as being to the primary interest or benefit of an individual rather than the furtherance of official government business.

4. COLLECT MESSAGES


All incoming collect messages will be accepted unscreened by the Signal Center and forwarded to appropriate officials. If a collect message is construed as being personal rather than official, the receiving official will forward the message together with a memorandum of explanation to the Fiscal Section, Finance Division, and the Chief, Fiscal Section will proceed to effect a collection at commercial rate plus tax from the responsible party, or take other appropriate action.

5. EXCEPTIONS

In instances where for security reasons official messages are dispatched directly through regular commercial facilities in accordance with applicable security plans, the sender will pay the cost of the message from his personal funds, but may make claim for reimbursement thereof in accordance with existing CIG Regulations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Executive for Personnel
and Administration

Attachments - None

Distribution - A

RESTRICTED

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

11 February 1947

MEMORANDUM
NUMBER []

SUBJECT: Change of Mailing Address of CIG

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. Reference C.I.G. Administrative Order [] dated 30 September 1946, Subject: "Tentative C.I.G. Administrative Procedure for the Handling of Incoming and Outgoing Written Communications Except Cables", and Memorandum for all CIG Personnel dated 18 December 1946, Subject: "Location of Central Registry Units".

2. Paragraph 5, "C.I.G. Address" of [] and Paragraph 2 of the above mentioned Memorandum for all CIG Personnel are amended, and the following address will be used for the pickup and delivery of all mail to CIG activities:

Central Intelligence Group
2430 E Street, N. W.
Washington 25, D. C.

3. It is requested that all CIG activities submit to the Executive for Personnel and Administration the names and addresses of correspondents in order that they may be notified of this change of address.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[]
Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

RESCINDED PER []

RESTRICTED

EFFECTIVE 30 JUNE 1947, CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED

RESTRICTED

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

11 February 1947

MEMORANDUM

NUMBER

SUBJECT: Change of Mailing Address of CIG

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. Reference dated 30 September 1946, Subject: Executive C.I.G. Administrative Procedure for the Handling of Incoming and Outgoing Written Communications Except Cables, and Memorandum for all CIG Personnel dated 18 December 1946, Subject: "Location of Central Registry Units".

2. Paragraph 5, "C.I.G. Address" of and Paragraph 2 of the above mentioned Memorandum for all CIG Personnel are amended, and the following address will be used for the pickup and delivery of all mail to CIG activities:

Central Intelligence Group
2430 E Street, N. W.
Washington 25, D. C.

3. It is requested that all CIG activities submit to the Executive for Personnel and Administration the names and addresses of correspondents in order that they may be notified of this change of address.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for Personnel
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

RESTRICTED

RESTRICTED

MEMORANDUM

17 February 1947

25X1A

TO : Section Chiefs of Projects Support Division

FROM :

[REDACTED]

25X1

SUBJECT : CIG Memorandum [REDACTED] Dated 11 February 1947,
Change of Mailing Address of CIG

1. Reference is made to Paragraph 3 of subject memorandum. By order of the Assistant Director for Special Operations, this paragraph does not apply to the Sections of Projects Support Division.

2. The remainder of the memorandum is applicable.

25X1A

[REDACTED]
Administrative Officer
Projects Support Division

cc: Registry (2)
Chrono File
Subject File

25X1A

[REDACTED]

RESTRICTED

25X1A

25X1A

RESTRICTED

Supply Catalog

CENTRAL INTELLIGENCE GROUP

Washington, D. C.

V.R.T. Re P

Sub acct # 11

6 February 1947

MEMORANDUM
NUMBER ☐

25X1

SUBJECT: Procedure for Requisitioning Supplies, Equipment
and Services.EFFECTIVE UNTIL 30 June 1947 UNLESS SOONER RESCINDED1. GENERAL

This order is applicable to the procurement, storage and issue of all supplies, equipment and services required for the operations and activities of the C.I.G. Unless herein excepted, or otherwise specifically designated, the Executive for Personnel and Administration, the Chief, Services Division and the Assistant Chief, Services Division shall be the sole agents for the performance of the above functions, and any unauthorized action, obligation or commitment on the part of any other individual will not be recognized or honored by the C.I.G.

2. METHODS OF REQUISITIONING

Form No. 36-7, Request for Supplies, Equipment and Services shall be used, except as otherwise stipulated, to requisition all supplies, equipment or services. Requisitions will be submitted in an original and two carbon copies and a separate requisition will be made for each of the following classes of supplies or services:

Expendable Office Supplies
Non-Expendable Office Equipment
Communication Supplies and Equipment
Operational Supplies and Equipment
Medical Supplies and Equipment
Contractual Services
Maintenance and Repair Service,
and Space
Reproduction and Printing (on
Form 36-2)

RESTRICTED

-2-

3. EXPENDABLE OFFICE SUPPLIES

To eliminate the storing of stocks of supplies and equipment in the various branches, the Supply Section, Services Division will maintain adequate quantities of administrative office supplies and forms as listed in the C.I.G. Supply Catalog. The description of items and stock numbers as listed in the Supply Catalog will be used in preparing requisitions in order to prevent confusion and unnecessary delay in filling requests. To obtain office supplies and forms listed in the Supply Catalog, Form No. 36-7 may be initiated by any responsible officer of the using office and forwarded directly to the Supply Section (Basement, North Building), Services Division. Delivery will normally be made within 24 hours to the location indicated on the requisition. The receiving officer will be required to sign for receipt of the supplies on a copy of Form No. 36-7 which will be returned to the Supply Section. In certain instances, where the needs or the size of an office justify, a small supply of expendable office supplies and forms may be stocked by the office for current use. However, in no instance will an office be allowed to stock more than a normal one month's supply of expendable supplies.

4. NON-EXPENDABLE SUPPLIES AND EQUIPMENT

Requests for all items of non-expendable equipment and supplies, including medical, communications, and operational equipment, will be prepared on Form No. 36-7 and approved by designated Branch Supply and Property Officers and forwarded to the Supply Section, Services Division. The correct nomenclature and stock numbers as listed in the C.I.G. Supply Catalog should be used in preparing such requisitions. The Supply Section will make delivery of the items and will secure the signature of the responsible receiving officer on Form 36-7 as evidence of receipt of and assumption of responsibility for the property.

5. REPRODUCTION AND PRINTING

The Reproduction Section, Services Division is responsible for processing all requisitions for printing, duplicating, mimeographing, lithographing, etc., and composing operations. Any office requiring such services shall submit a requisition in duplicate to the Reproduction Section on Form 36-2, Reproduction Requisition, specifying the type of reproduction job required and attaching texts, samples or exhibits of the work to be done. Requisitions for the reproduction of procedural issuances, new forms, or the revision of forms must be approved by the Procedures Unit, Finance Division prior to submission to the Reproduction Section. The reproduction of classified documents will not be

RESTRICTED

-3-

requested except upon specific approval by proper authority. Upon completion of a reproduction job, delivery will be made to the place indicated on the requisition and a signed copy of the requisition evidencing receipt of the job will be returned to the Reproduction Section. The existing reproduction facilities used by the ONE, FBIH, and Documents Branch for the reproduction of Daily and Weekly Summaries, Daily Reports, Accession Lists, and translation of documents will continue to be used without regard to the above procedure. The procedure for reproduction of intelligence material will be covered by separate instruction.

6. SUPPLIES AND EQUIPMENT NOT CARRIED IN STOCK

Requests for supplies and equipment which are not listed in the C.I.G. Catalog should be initiated by responsible officers on Form 36-7, approved by designated Branch Supply and Property Officers and forwarded to the Supply Section. The requisition should include a complete description of the item required, source of supply if available, model number, or specifications and sketch of the item when necessary. The properly designated officers in the Supply Section will purchase or otherwise procure the requested item in accordance with applicable regulations. Requisitions shall be submitted as far in advance of requirements as circumstances permit in order to allow as much time as possible to effect procurement. The ordering office will receive a numbered copy of the procurement document from the Supply Section. All items procured from outside sources will be delivered to the Supply Section, Storage and Issue Unit only, for proper inspection. After making inspection of the items, the Storage and Issue Unit will make re-delivery to the location indicated on the requisition and will secure from the receiving officer three signed copies of Delivery Receipt, Form No. 36-10.

7. CONTRACTUAL SERVICES

Any office desiring the rental of space or equipment, or the installation of and/or leasing of communication or utility facilities or special contractual services of any kind will submit a requisition to the Supply Section, Services Division on Form No. 36-7, giving complete details and specification of the service desired. Under no circumstances shall negotiations be carried on or any contracts or agreements be entered into or any obligations or commitments made for contractual services except by or on specific approval of the Executive for Personnel and Administration or a properly authorized Contracting Officer of the Services Division.

RESTRICTED

-4-


8. SPACE, MAINTENANCE AND REPAIRS

Any office desiring structural alterations or repairs to buildings, electrical or carpentry work, or repairs to equipment or machinery should submit a requisition on Form No. 36-7 to the Supply Section, Services Division giving specific details of the services desired. (EXCEPTION: Repairs to and changes in combinations of safes shall be made only by the Security Division per Security Regulations dated 20 October 1946.) The Supply Section is also responsible for allocations of space and physical moves between offices, and requisitions for additional space or the moving of furniture and equipment should be initiated by the requesting officer, approved by the Branch Supply and Property Officer and forwarded to the Supply Section, Services Division.

25X1A

9. PROCUREMENT FOR OVERSEAS OPERATIONS

The procedure covering procurement for overseas activities will be issued in a separate instruction.


Colonel, AGD
Executive for Personnel
and Administration

Attachments - None

Distribution: A

RESTRICTED

OFFICE OF STRATEGIC SERVICES

CATALOG
of
Stock Supplies

STATINTL

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

MEMORANDUM

11 April 1947

NUMBER

STAT

SUBJECT: Distribution of Executive Type Office Equipment

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. The following policy is hereby established with respect to the type of office equipment to be issued to or used by personnel in CIG. Office equipment and furnishings have been divided into three classes, and the organizational rank of each individual entitled to request and use the several classes of this equipment are as follows:

CLASS A EQUIPMENT

Director
Deputy Director
Executive Director
Assistant Directors
Chief, ICAPS

CLASS B EQUIPMENT

Deputy Assistant Directors
Branch Chiefs, and Chiefs of Organizational Units
Equivalent to a Branch

CLASS C EQUIPMENT

All other personnel.

2. A list of the equipment and furnishings which are a part of each of the above classes has been furnished to the Chief, Services Division, P & A, and information as to equipment allowed may be obtained through that office.

3. The assignment of the use of equipment which is not in accordance with the requirements of this Memorandum will be returned to stock and replaced in accordance with the provisions hereof.

STATINTL

4. Exceptions to the provisions of this Memorandum may be requested upon proper justification through the Assistant Directors of each Office to the Deputy Director through the Executive for Personnel and Administration.

FOR THE DIRECTOR OF CENTRAL INTE



(606)

Deputy Executive for Personnel
and Administration

PROCEDURE FOR REQUISITIONING SUPPLIES

The items listed herein are carried in stock and will be immediately available to offices of the OSS in Washington, D. C., and in the field upon the submission of a requisition (OSS Form No. 1110) in an original and three copies signed by an authorized employee. (See Administrative Instructions No.)

STAT

In ordering, care should be exercised not to request excessive quantities of supplies considering the fact that deliveries will be made within one day after submission of a requisition prepared in accordance with these instructions. An entire division should use a single requisition, if practicable.

Requisitions for supplies listed herein should be submitted separately from other requisitions for equipment, services, publications, or supplies which are to be ordered from other sources. The items should be listed in numerical order, stating the catalog number, description, and quantity. Upon receipt of the requisition by the Supply Section, a number will be assigned thereto and a copy of the requisition returned to the ordering office for follow-up purposes. In following up on supply requisitions, call .

STAT

Delivery of supplies will be accompanied by the original and one copy of the requisition, and the original must be signed as to the receipt of the items ordered and returned to the supply clerk.

If the stock of any of the items ordered is depleted, the copies of the requisition which are to accompany delivery will indicate that such items have been back ordered. A record of back orders will be maintained, and upon receipt of the replenishing supply, delivery of those items will be made. In the event that all of the items listed on the requisition have been back ordered, the carbon copy of the requisition will be returned to the ordering office with a notation to that effect.

The supply section endeavors to deliver the supplies within 24 hours after the receipt of the requisition.

(30538)

- 1 -

DESCRIPTION	UNIT
3 Bands, rubber, #16, 1/8 pound box	Box
6 Bands, rubber, #19, 1/8 pound box	Box
9 Bands, rubber, #32, 1/8 pound box	Box
12 Bands, rubber, #64, 1/8 pound box	Box
Unavailable	
15 Binders, ring, genuine leather, flexible, 6-3/4 x 3-3/4, with six 1/4" rings	Each
18 Binders, ring, canvas, stiff cover, 9 1/2 x 6, with three 1" rings	Each
21 Binders, ring, imitation leather, flexible, 9 1/2 x 6, with three 1" rings	Each
(24) Binders, ring, canvas, stiff cover, 11 x 8 1/2, with three 1" rings	Each
27 Binders, ring, canvas, stiff cover, 11 x 8 1/2, with three 2" rings	Each
30 Binders, ring, imitation leather, flexible, 11 x 8 1/2, with three 1" rings	Each
33 Binders, ring, genuine leather, flexible, hinged cover 11 x 8 1/2, with three 2" rings	Each
36 Blotters, desk, 19 x 24, Moss Green	Each
(39) Blotters, desk, 24 x 34, Walnut, for executive pads	Each
(42) Blotters, desk, 20 x 36, Walnut, for executive pads	Each
45 Blotters, hand, 3 x 9 1/2, white (50 per pkg.)	Pkg.

(30538)

- 2 -

<u>DESCRIPTION</u>	<u>UNIT</u>
48 Blotters, hand, enameled wood or bakelite, rocker type	Each
51 Boards, clip, lettersize, composition back	Each
54 Boards, clip, cap size, composition back	Each
57 Books, Congressional Directories, cloth bound	Each
(63) Books, desk dictionary, Webster's College edition	Each
66 Books, Official U. S. Postal Guide	Each
68 Books, Style Manual, United Government Information Service	Each
69 Books, Style Manual, U. S. Government Printing Office	Each
72 Books, World Almanac, Book of Facts, N. Y. World-Telegram	Each
75 Brooms, whisk, 10 inch	Each
(78) Brushes, typewriter, 3/4" wide, with long wood handle	Each
81 Brushes, typewriter, cone-shaped, with long wire handle	Each
(84) Brushes, typewriter, toothbrush type, with 6" wood handle	Each
87 Bulbs, electric for fluorescent lamps, 15 watt, inside frost	Each
(90) Calendars, wall, U. S. Government Standard	Each
95 Cards, guide, 3 x 5, Alphabetical, 25 sub-divisions, 1/5 cut, blue	Set

(30538)

- 3 -

<u>DESCRIPTION</u>	<u>UNIT</u>
96 Cards, guide, 3 x 5, Alphabetical, 25 sub-divisions, 1/5 cut, buff	Set
99 Cards, guide, 3 x 5, Alphabetical, 25 sub-divisions, 1/5 cut, salmon	Set
102 Cards, guide, 3 x 5, blank, 1/3 cut, blue, collated	Box
105 Cards, guide, 3 x 5, blank, 1/3 cut, buff, collated	Box
108 Cards, guide, 3 x 5, blank, 1/3 cut, salmon, collated	Box
111 Cards, guide, 3 x 5, blank, 1/5 cut, blue, collated	Box
114 Cards, guide, 3 x 5, blank, 1/5 cut, buff, collated	Box
117 Cards, guide, 3 x 5, blank, 1/5 cut, salmon, collated	Box
120 Cards, guide, 3 x 5, Daily, (1-31), 1/5 cut, blue	Set
123 Cards, guide, 3 x 5, Months, 1/3 cut, center position, salmon	Set
127 Cards, guide, 3 x 5, States & Possessions, 1/3 cut, center position, salmon	Set
130 Cards, guide, 4 x 6, Alphabetical, 25 sub-divisions, 1/5 cut, blue	Set
133 Cards, guide, 4 x 6, Alphabetical, 25 sub-divisions, 1/5 cut, buff	Set
136 Cards, 4 x 6, blank 3rd, cut, salmon, collated	Box
137 Cards, guide, 4 x 6, blank, 1/5 cut, blue, collated	Box
140 Cards, guide, 4 x 6, blank, 1/5 cut, buff, collated (30538)	Box

- 4 -

<u>DESCRIPTION</u>	<u>UNIT</u>
143 Cards, guide, 4 x 6, blank, 1/5 cut, salmon, collated	Box
146 Cards, guide, 4 x 6, Daily, (1-31), 1/5 cut, blue	Set
149 Cards, guide, 4 x 6, Months, 1/3 cut, center position, salmon	Set
152 Cards, guide, 4 x 6, States & Possessions, 1/3 cut, center position, salmon	Set
155 Cards, guide, 5 x 8, Alphabetical, 25 sub-divisions, 1/5 cut, blue	Set
158 Cards, guide, 5 x 8, Alphabetical, 25 sub-divisions, 1/5 cut, buff	Set
161 Cards, guide, 5 x 8, Alphabetical, 25 sub-divisions, 1/5 cut, salmon	Set
164 Cards, guide, 5 x 8, blank, 1/3 cut, blue, collated	Box
167 Cards, guide, 5 x 8, blank, 1/3 cut, buff, collated	Box
170 Cards, guide, 5 x 8, blank, 1/3 cut, salmon, collated	Box
173 Cards, guide, 5 x 8, blank, 1/5 cut, blue, collated	Box
176 Cards, guide, 5 x 8, blank, 1/5 cut, buff, collated	Box
179 Cards, guide, 5 x 8, blank, 1/5 cut, salmon, collated	Box
182 Cards, guide, 5 x 8, Daily, (1-31), 1/5 cut, salmon	Set
186 Cards, guide, 5 x 8, Months, 1/3 cut, center position, salmon	Set

(30538).

- 5 -

<u>DESCRIPTION</u>	<u>UNIT</u>
189 Cards, guide, 5 x 8, States & Possessions, 1/3 cut, center position, salmon	Set
192 Cards, guide, lettersize, Alphabetical, 25 sub-divisions, 1/5 cut, pressboard	Each
194 Cards, guide, lettersize, metal tips, 1/3 cut, collated	Box
195 Cards, guide, lettersize, blank, 1/3 cut, plain tip, pressboard, collated	Box
196 Cards, guide, lettersize, blank, 1/3 cut, States & Possessions, center position, pressboard	Set
197 Cards, guide, lettersize, Monthly, (1-31)	Set
198 Cards, guide, lettersize, blank, 1/3 cut, C metal tip, pressboard, 1st position	Each
201 Cards, guide, lettersize, blank, 1/3 cut, C metal tip, pressboard, 2nd position	Each
194 204 Cards, guide, lettersize, blank, 1/3 cut, C metal tip, pressboard, 3rd position	Each
207 Cards, guide, lettersize, blank, 1/5 cut, plain tip, pressboard, collated	Box
211 Cards, guide, lettersize, blank, 1/5 cut, B metal tip, pressboard, 1st position	Each
214 Cards, guide, lettersize, blank, 1/5 cut, B metal tip, pressboard, 2nd position	Each
217 Cards, guide, lettersize, blank, 1/5 cut, B metal tip, pressboard, 3rd position	Each
220 Cards, guide, lettersize, blank, 1/5 cut, B metal tip, pressboard, 4th position (30538)	Each

- 6 -

<u>DESCRIPTION</u>	<u>UNIT</u>
223 Cards, guide, lettersize, blank, 1/5 cut, B metal tip, press-board, 5th position	Each
224 Cards, guide, lettersize, blank, 1/5 cut, metal tip, collated	Box
226 Cards, guide, cap size, Alphabetical, 25 sub-divisions, 1/5 cut, pressboard	Set
229 Cards, guide, cap size, blank, 1/3 cut, plain tip, pressboard, collated	Box
230 Cards, guide, cap size, blank, 1/3 cut, plain tip, pressboard, states, center position	Set
231 Cards, Monthly, (1-31), cap size, guide	Set
232 Cards, guide, cap size, blank, 1/3 cut, C metal tip, press-board, 1st position	Each
235 Cards, guide, cap size, blank, 1/3 cut, C metal tip, press-board, 2nd position	Each
238 Cards, guide, cap size, blank, 1/3 cut, C metal tip, press-board, 3rd position	Each
239 Cards, guide, cap size, blank, 1/3 cut, metal tip, collated	Box
241 Cards, guide, cap size, blank, 1/5 cut, plain tip, pressboard, collated	Box
244 Cards, guide, cap size, blank, 1/5 cut, B metal tip, pressboard, 1st position	Each
247 Cards, guide, cap size, blank, 1/5 cut, B metal tip, pressboard, 2nd position	Each
250 Cards, guide, cap size, blank, 1/5 cut, B metal tip, pressboard, 3rd position (30538)	Each

- 7 -

<u>DESCRIPTION</u>	<u>UNIT</u>
253 Cards, guide, cap size, blank, 1/5 cut, B metal tip, pressboard, 4th position	Each
256 Cards, guide, cap size, blank, 1/5 cut, B metal tip, pressboard, 5th position	Each
257 Cards, guide, cap size, blank, 1/5 cut, metal tip, pressboard, collated	Box
259 Cards, index, 3 x 5, light weight, 182 pound basis, blue, plain	Pkg.
262 Cards, index, 3 x 5, light weight, 182 pound basis, buff plain	Pkg.
265 Cards, index, 3 x 5, light weight, 182 pound basis, salmon, plain	Pkg.
268 Cards, index, 3 x 5, light weight, 182 pound basis, white, plain	Pkg.
271 Cards, index, 3 x 5, light weight, 182 pound basis, white, ruled on one side	Pkg.
272 Cards, index, 3 x 5, medium weight, 230 pound basis, white, ruled on one side	Pkg.
274 Cards, index, 4 x 6, light weight, 182 pound basis, white plain	Pkg.
277 Cards, index, 4 x 6, light weight, 182 pound basis, white, ruled on one side	Pkg.
280 Cards, index, 5 x 8, medium weight, 230 pound basis, white, plain	Pkg.
283 Cards, index, 5 x 8, medium weight, 230 pound basis, white, ruled on one side	Pkg.
292 Cases, card index, 3 x 5, cardboard, 10" deep, with follower block and cover	Each
295 Cases, card index, 3 x 5, wood, imitation walnut, 10" deep, with follower block and hinged cover	Each

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<u>DESCRIPTION</u>	<u>UNIT</u>
✓ 298 Cases, card index, 3 x 5, cardboard, 2-3/4" deep, covered with black cloth, with hinged cover	Each
301 Cases, card index, 3 x 5, wood, imitation walnut, 2-3/4" deep, without follower block, with hinged cover	Each
304 Cases, card index, 4 x 6, cardboard, 10" deep, with follower block and cover	Each
✓ 305 Cases, card index, 4 x 6, wood walnut finish, 10" deep, with follower block and cover	Each
307 Cases, card index, 5 x 8, cardboard, 10" deep, with follower block and cover	Each
311 Cases, card index, 5 x 8, wood, imitation walnut, 10" deep, with follower block, with hinged cover	Each
314 Cases, card index, 5 x 8, cardboard, 2-3/4" deep, covered with black cloth with hinged cover	Each
317 Cement, rubber, 2 ounce tube	Tube
320 Cement, rubber, 1 pint can	Pint
323 Clamps, paper, Ideal No. 1, (1 doz. per box)	Box
326 Clamps, paper, Ideal No. 2, (50 per box)	Box
329 Clamps, screw, for fastening pencil sharpener to desk	Each
332 Cleaner, alcohol, denatured, for cleaning platen	Bottle
335 Cleaner, type, 2 ounce bottle, with felt dauber	Bottle
338 Clips, paper, Gem No. 1, (100 per box) large (30538)	Box

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<u>DESCRIPTION</u>	<u>UNIT</u>
341 Clips, paper, Gem No. 2, (100 per box) small	Box
344 Clips, binder, large, No. 10, 3/4" capacity, (1 doz per box)	Box
347 Clips, binder, medium, No. 5, 5/8" capacity, (1 doz per box)	Box
350 Clips, binder, small, No. 2, 3/8" capacity, (1 doz per box)	Box
353 Cloth, cheese, unbleached, 36" wide	Yard
356 Cloth, dusting, oil treated	Each
359 Correction fluid, 1 ounce bottle, for mimeograph stencils	Bottle
362 Covers, Acco-binder, 8 1/2 x 11, red pressboard, 1" capacity	Each
366 Covers, Acco-binder, 11 x 8 1/2, red pressboard, 1" capacity	Each
369 Crayons, chalk, school, white	Each
372 Crayons, lumber, black, paper, covered	Each
375 Cups, sponge, glass, round, 3" diameter	Each
378 Cushions, for typewriter keys, flat, rubber, for all standard machines except Royal	Set
381 Cushions, for typewriter keys, flat, rubber, for Royal Machine	Set
(384) Cushions, chair, sponge rubber, cloth covered, 1" thick, 14 x 15	Each

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<u>DESCRIPTION</u>	<u>UNIT</u>
387 Cushions, chair, sponge rubber, cloth covered, 1" thick 17 x 18	Each
390 Envelopes, 3-7/8 x 8-7/8, white, printed return and frank, Office of Strategic Services, Washington, D. C.	Each
393 Envelopes, 3-7/8 x 8-7/8, white, printed return and frank, Office of Strategic Services, Washington, D. C. with window	Each
396 Envelopes, 4-1/8 x 9 1/2, white, printed return and frank, Office of Strategic Services, Washington, D. C.	Each
399 Envelopes, 6 1/2 x 9 1/2, Kraft, printed return and frank, Office of Strategic Services, Washington, D. C.	Each
402 Envelopes, 9 1/2 x 12, Kraft, printed return and frank, Office of Strategic Services, Washington, D. C.	Each
403 Envelopes, 9 1/2 x 12, Kraft, Inter-office, perforated	Each
405 Envelopes, 10 x 14, Kraft, printed return and frank, Office of Strategic Services, Washington, D. C.	Each
408 Envelopes, 12 x 16, Kraft, printed return and frank, Office of Strategic Services, Washington, D. C.	Each
411 Eradicator, ink, two bottles, No. 1 and No. 2	Set
414 Erasers, rubber, pencil, red	Each
417 Erasers, rubber, pencil and ink	Each
420 Erasers, rubber, for automatic pencil, Scripto, (5 per box)	Box
423 Erasers, rubber, for automatic pencil, Rite-Rite (12 per box)	Box

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<u>DESCRIPTION</u>	<u>UNIT</u>
427 Erasers, rubber, typewriter, white, round	Each
429 Erasers, draftman's, art gum type	Each
432 Erasers, knife blade, steel	Each
435 Erasers, rubber, "wedge", red, for pencil	Each
438 Fasteners, Acco #12, 1 inch capacity, (50 per box)	Box
441 Fasteners, Acco #22, 2 inch capacity, (50 per box) <i>OK</i>	Box
445 Fasteners, Acco on equal, 3 inch capacity, (50 per box)	Box
447 Fasteners, paper, round head, brass, #2, $\frac{1}{2}$ inch long, (100 per box)	Each
450 Fasteners, paper, round head, brass, #4, 1 inch long, (100 per box)	Each
453 Fasteners, paper, round head, brass, #5, $1\frac{1}{4}$ inch long, (100 per box)	Each
457 Fasteners, paper, round head, brass, #7, 2 inch long, (100 per box)	Each
460 Files, bellows, cloth, Everyday, lettersize, Alphabetical, open book style	Each
463 Files, bellows, cloth, Everyday, lettersize, Daily (1-31), open book style	Each

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<u>DESCRIPTION</u>	<u>UNIT</u>
466 Filler, binder, 6-3/4 x 3-3/4, plain, 6 hole	Pkg.
469 Filler, binder, 6-3/4 x 3-3/4, ruled, 6 hole	Pkg.
472 Filler, binder, 9 1/2 x 6, plain, 3 hole	Pkg.
475 Filler, binder, 9 1/2 x 6, ruled, 3 hole	Pkg.
478 Filler, binder, 11 x 8 1/2, plain, 3 hole	Pkg.
(481) Filler, binder, 11 x 8 1/2, ruled, 3 hole	Pkg.
487 Filler, binder, 11 x 8 1/2, plain, heavy buff, division sheets, 3 hole	Pkg.
490 Filler, index, for automatic self finding index, (Bates)	Each
491 Filler, index, for automatic self finding index, (Autodex)	Each
493 Folders, file, fiber, wallet type, red, letter size, square cut, 1-3/4" expansion, with flap and tie	Each
496 Folders, file, fiber, wallet type, red, cap size, square cut, 1-3/4" expansion, with flap and tie	Each
(499) Folders, file, manila, lettersize, heavy, <u>square cut</u>	Box
(502) Folders, file, manila, lettersize, heavy 1/3 cut, collated—	Box
505 Folders, file, manila, lettersize, heavy 1/5 cut, collated—	Box
508 Folders, file, manila, cap size, heavy, square cut	Box

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<u>DESCRIPTION</u>	<u>UNIT</u>
511 Folders, file, manila, cap size, heavy, 1/3 cut, collated	Box
514 Folders, file, manila, cap size, heavy, 1/5 cut, collated	Box
517 Folders, file, Kraft, lettersize, extra heavy, square cut	Box
520 Folders, file, Kraft, lettersize, extra heavy, 1/3 cut, collated	Box
523 Folders, file, Kraft, lettersize, extra heavy, 1/5 cut, collated	Box
526 Folders, file, Kraft, cap size, extra heavy, square cut	Box
529 Folders, file, Kraft, cap size, extra heavy, 1/3 cut, collated	Box
532 Folders, file, Kraft, cap size, extra heavy, 1/5 cut, collated	Box
535 Glasses, drinking, 10 ounce tumbler, straight sides	Each
538 Guards, rubber, spiral, 4 ft. length, for telephone wire	Each
544 Indexes, automatic, self-finding, (Bates)	Each
547 Indexes, binder, Alphabetical, 9 1/2 x 6, 3 hole	Set
550 Indexes, binder, Alphabetical, 11 x 8 1/2, 3 hole	Set
553 Ink, drawing, pigmented, black, 3/4 ounce bottle	Bottle

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<u>DESCRIPTION</u>	<u>UNIT</u>
556 Ink, drawing, pigmented, blue, 3/4 ounce bottle	Bottle
559 Ink, drawing, pigmented, Green, 3/4 ounce bottle	Bottle
562 Ink, drawing, pigmented, Red, 3/4 ounce bottle	Bottle
565 Ink, drawing, pigmented, White, 3/4 ounce bottle	Bottle
568 Ink, numbering machine, black, 2 ounce cans	Can
571 Ink, numbering machine, blue, 2 ounce cans	Can
574 Ink, numbering machine, red, 2 ounce cans	Can
577 Ink, stamp pad, black, 2 ounce can	Can
580 Ink, stamp pad, blue, 2 ounce cans	Can
583 Ink, stamp pad, red, 2 ounce cans	Can
586 Ink, stamp pad, black, 2 ounce bottles, for wooden stamp pads only	Bottle
589 Ink, stamp pad, blue, 2 ounce bottles, for wooden stamp pads only	Bottle
592 Ink, stamp pad, red, 2 ounce bottles, for wooden stamp pads only	Bottle
595 Ink, writing fluid, blue-black, 4 ounce bottles	Bottle
598 Ink, writing fluid, green, 4 ounce bottles	Bottle

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	<u>DESCRIPTION</u>	<u>UNIT</u>
601	Ink, writing fluid, red, 4 ounce bottles	Bottle
604	Ink, writing fluid, Sheaffer's Scrip, Royal Blue, permanent, 1 pint bottle	Bottle
(607)	Ink, writing fluid, Sheaffer's Scrip, Royal Blue, permanent, 4 ounce bottle	Bottle
610	Ink, writing fluid, Sheaffer's Scrip, Royal Blue, permanent, 2 ounce bottle	Bottle
613	Inserts, guide, blank, typewriter use, for 1/3 cut "C" metal tip guides	Each
617	Inserts, guide, blank, typewriter use, for 1/5 cut "B" metal tip guides	Each
620	Inserts, guide, celluloid windows, clear, for 1/3 cut "C" metal tip guides	Each
623	Inserts, guide, celluloid windows, clear, for 1/5 cut "B" metal tip guides	Each
626	Labels, franking, gummed white paper, 3 x 5, printed, OSS, Washington, D. C.	Pad
629	Labels, franking, gummed white paper, 4 x 6, printed, OSS, Washington, D. C.	Pad
(632)	Labels, gummed, Dennison's #201, white, with red border, 2 1/4 x 1 1/2	Box
635	Labels, gummed, Dennison's #205, white, with red border, 1 1/4 x 1-3/4	Box

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	<u>DESCRIPTION</u>	<u>UNIT</u>
638	Labels, gummed, Denison's #2005, white with red border, 2 x 4	Box
641	Labels, gummed folder, 3-3/4" wide, blue ✓	Box
644	Labels, gummed folder, 3-3/4" wide, buff	Box
✓ 647	Labels, gummed folder, 3-3/4" wide, <u>cherry</u>	Box
650	Labels, gummed folder, 3-3/4" wide, <u>goldenrod</u> ✓	Box
653	Labels, gummed folder, 3-3/4" wide, green	Box
656	Labels, gummed folder, 3-3/4" wide, salmon ✓	Box
659	Labels, gummed folder, 3-3/4" wide, white	Box
662	Leads, for automatic pencil, 4 inch, black, grade HB, (1 doz per pkg)	Pkg.
665	Leads, for automatic pencil, 4 inch, black, grade H, (1 doz per pkg)	Pkg.
668	Leads, for automatic pencil, 4 inch, black grade 2HB (1 doz per box)	Box
671	Leads, for automatic pencil, 4 inch, blue, (1 doz per pkg)	Pkg.
674	Leads, for automatic pencil, 4 inch, red, (1 doz per pkg)	Pkg.
677	Leads, for automatic pencil, 5 inch, copying, blue or purple, (5 per pkg)	Pkg.

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DESCRIPTION	UNIT
680 Machines, numbering, metal, automatic, 5 wheels	Each
683 Machines, numbering, metal, automatic, 8 wheels	Each
689 Machines, numbering metal, automatic, 6 wheels	Each
692 Machines, paper fastening, for spool of wire, Bates B.?	Each
695 Machines, paper fastening, Ace Pilot ?	Each
698 Mailing Tubes, 1, 2, & 3 inches india	Each
704 Mucilage, gum, 1 ounce tube, with self closing top and spreader	Bottle
707 Mucilage, gum, 3 ounce bottle, with brush	Bottle
708 Mucilage, gum 1 qt. can ?	Can
710 Notebooks, stenographer's, stiff cover, spiral bound, 4 x 8 horizontal ruling only	Each
713 ✓ Notebooks, stenographer's, stiff cover, spiral bound, 6 x 9, center line and rule on both sides	Each
716 Notebooks, office memo, canvass, 8 x 5½, 192 pages, record ruled, #50174	Each
719 Notebooks, office memo, canvas, 10½ x 8, 200 pages, record ruled, A-Z indexed in front and paged, #50177	Each

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DESCRIPTION	UNIT
722 Oil, typewriter use, 1 ounce bottle	Bottle
725 Oil can, for typewriter oil	Can
728 Openers, envelope, steel	Each
731 Pads, calendar, folding type, small, (ordinary)	Pad
734 Pads, calendar, folding type, large, (executive)	Pad
737 Pads, desk, for blotter, 19 x 24, cardboard with imitation leather corners <i>also Pad, blotter, executive, 24 x 38</i>	Pad
740 Pads, finger cots, rubber, size 11	Each
743 Pads, finger cots, rubber, size 11½	Each
750 Pads, finger cots, rubber, size 13	Each
753 Pads, finger cots, rubber, size 14	Each
756 Pads, stamp, nainsook, 2-3/4 x 4½, No. 1, dry	Each
759 Pads, stamp, nainsook, 3¼ x 6¼, No. 2, dry	Each
762 Pads, stamp, nainsook, 4½ x 7½, No. 3, dry	Each
765 Pads, stamp, wooden block, 2-3/4 x 4¼, black-inked	Each

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	<u>DESCRIPTION</u>	<u>UNIT</u>
768	Pads, stamp, wooden block, 2-3/4 x 4 1/2, blue-inked	Each
771	Pads, stamp, wooden block, 2-3/4 x 4 1/2, red-inked	Each
774	Pads, typewriter, black felt, 11 x 13, 3/8 inch thick	Each
777	Paper, 25% rag bond, 8 x 10 1/2, white, Prop # 450, Sub. 40	Pkg.
783	Paper, 25% rag bond, 8 x 12 1/2, white, Prop #464, Sub. 48	Pkg.
786	Paper, 25% rag bond, 8 1/2 x 14, white, Prop #470, Sub. 48	Pkg.
789	Paper, 25% rag bond, 14 x 17, white, Prop #470, Sub. 48	Sheet
792	Paper, 25% rag bond, 16 x 21, white, Prop #451, Sub. 48	Sheet
795	Paper, typewriter, 50% rag manifold, 8 x 10 1/2, blue	Pkg.
798	Paper, typewriter, 50% rag manifold, 8 x 10 1/2, green	Pkg.
801	Paper, typewriter, 50% rag manifold, 8 x 10 1/2, pink	Pkg.
804	Paper, typewriter, 50% rag manifold, 8 x 10 1/2, white	Pkg.
807	Paper, typewriter, 50% rag manifold, 8 x 10 1/2, yellow	Pkg.
810	Paper, typewriter, 50% rag manifold, 8 x 12 1/2, white	Pkg.
	Paper, typewriter, 50% rag manifold, 8 1/2 x 14, white	Pkg.

<u>DESCRIPTION</u>	<u>UNIT</u>
817 Paper, typewriter, 50% rag manifold, 14 x 17, white	Shts.
820 Paper, typewriter, 50% rag manifold, 16 x 21, white	Shts/
823 Paper, typewriter, letterhead, printed bond, 8 x 10 $\frac{1}{2}$, OSS Washington, D. C.	Pkg.
826 Paper, typewriter, letterhead, printed tissue, 8 x 10 $\frac{1}{2}$, OSS Washington, D. C.	Pkg.
829 Paper, typewriter, onion skin, 8 x 10 $\frac{1}{2}$, white, GPO Prop #365	Pkg.
832 Paper, carbon, typewriter, 8 x 10 $\frac{1}{2}$, (100 sheets to box) (4 pound)	Box
835 Paper, carbon, typewriter, 8 x 12 $\frac{1}{2}$, (100 sheets to box) (4 pound)	Box
836 Paper, carbon, typewriter, 8 x 12 $\frac{1}{2}$, (100 sets to box) (7 lb.)	Box
838 Paper, carbon, typewriter, 8 $\frac{1}{2}$ x 14, (100 sheets to box) (4 pound)	Box
841 Paper, carbon, typewriter, 14 x 17, (100 sheets to box) (4 pound)	Box
844 Paper, carbon, typewriter, 16 x 21, (100 sheets to box) (4 pound)	Box
Paper, carbon, typewriter, 16 x 21 (100 sets to box) (7 lb.)	Box
Paper, computing machine, 2 $\frac{1}{2}$ inches wide	Roll
Paper, computing machine, 3 inches wide	Roll
Paper, computing machine 3-15/32 inch wide (refills for memo pads) (8)	Roll

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	<u>DESCRIPTION</u>	<u>UNIT</u>
853	Paper, gummed rolls, for sealing machines, Kraft, 2" wide	Roll
856	Paper, gummed rolls, for sealing machines, Kraft, 3" wide	Roll
859	Paper, manuscript, cover, 8 x 10 $\frac{1}{2}$, blue	Sheet
862	Paper, manuscript, cover 8 $\frac{1}{2}$ x 15, blue	Sheet
865	Paper, stenotype, folded sheets, 2-3/8 inches wide, 100 ft. package	Pkg.
868	Paste, library, white, in jars, with brush, 5 ounce	Bottle
871	Paste, library, semi-liquid, 3 ounce tube	Tube
874	Pencils, automatic, 4 inches long, black ?	Each
877	Pencils, automatic, 4 inches long, red ?	Each
880	Pencils, checking, thick lead, black	Each
883	Pencils, colored, thin lead, hexagonal, Venus Unique, blue	Each
886	Pencils, colored, thin lead, hexagonal, Venus Unique, brown	Each
889	Pencils, colored, thin lead, hexagonal, Venus Unique, green	Each
892	Pencils, colored, thin lead, hexagonal, Venus Unique, orange	Each
895	Pencils, colored, thin lead, hexagonal, Venus Unique, purple	Each
898	Pencils, colored, thin lead, hexagonal, Venus Unique, red	Each
901	Pencils, colored, thin lead, hexagonal, Venus Unique, red and blue	Each

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	<u>DESCRIPTION</u>	<u>UNIT</u>
903	Pencils, colored, thin lead, hexagonal, Venus Unique, violet	Each
904	Pencils, colored, thin lead, hexagonal, Venus Unique, white	Each
907	Pencils, colored, thin lead, hexagonal, Venus Unique, yellow	Each
910	Pencils, colored, thin lead, assorted, 12 color set, Venus #1116	Set
913	Pencils, hexagonal, black, Venus No. 3800, grade B	Each
914	Pencils, hexagonal, black, Venus No. 3800, grade 2B	Each
917	Pencils, hexagonal, black, Venus No. 3800, grade F	Each
920	Pencils, hexagonal, black, Venus No. 3800, grade HB	Each
923	Pencils, hexagonal, black, Venus No. 3800, grade H	Each
926	Pencils, hexagonal, black, Venus No. 3800, grade 2H	Each
929	Pencils, hexagonal, black, Venus No. 3800, grade 3H	Each
932	Pencils, hexagonal, black, Venus No. 3800, grade 4H	Each
935	Pencils, hexagonal, black, Venus No. 3800, grade 5H	Each
938	Pencils, hexagonal, black, Venus No. 3700, grade 6H	Each
941	Pencils, indelible, copying, medium, with protector	Each
944	Pencils, stenographer's, round, $\frac{1}{4}$ inch diameter, without rubber tip, No. 2	Each
947	Pencils, writing, hexagonal, black lead, with rubber tips, No. 1, soft	Each
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	<u>DESCRIPTION</u>	<u>UNIT</u>
950	Pencils, writing, hexagonal, black lead, with rubber tips, No. 2, medium	Each
953	Pencils, writing, hexagonal, black lead, with rubber tips, No. 3, hard	Each
954	Pencils, writing hexagonal, black lead, with rubber tips, No. 4, Extra hard	Each
956	Pencils pointers, sandpaper, pads, on wood paddle	Each
959	Penholders, wood, black or red, with soft rubber tip	Each
962	Penracks, glass	Each
965	Penracks, metal frame, spiral	Each
968	Pens, writing, steel, assorted, ($\frac{1}{2}$ gross box)	Each
971	Pen sets, desk, clerical type, single	Each
974	Perforators, two hole type, II, 2 $\frac{3}{4}$ " center to center	Each
980	Perforator heads, extra, for adjustable punch, $\frac{1}{4}$ "	Each
983	Pins, bank, No. 4, pyramid	Each
987	Polish, for furniture, quart can	Each
993	Ribbons, typewriter, Noiseless and Remington Model 17, black, record, medium-inked	Each

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	<u>DESCRIPTION</u>	<u>UNIT</u>
996	Ribbons, typewriter, Royal standard, black record, medium-inked	Each
999	Ribbons, typewriter, L. C. Smith standard, black record, medium-inked	Each
1002	Ribbons, typewriter, Underwood, standard, black record, medium-inked	Each
1005	Ribbons, typewriter, Woodstock, standard, black record, medium-inked	Each
1008	Reinforcements, notebook, gummed linen, $\frac{1}{4}$ " hole	Box
1111	Rulers, wood, brass edge, 12 inch	Each
1114	Rulers, wood, brass edge, 18 inch	Each
1117	Rulers, wood, brass edge, 24 inch	Each
1126	Shears, office, 9 inch	Each
1129	Shields, erasing, metal, nickel-plated	Each
1132	Signals, file, steel, projecting head, light blue	Box
1135	Signals, file, steel, projecting head, light green	Box
1138	Signals, file, steel, projecting head, light red -	Box

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DESCRIPTION	UNIT
1141 Signals, file, steel, projecting head, orange	Box
1144 Soap, soft, hand	Cake
1147 Soap, grit, mechanics, $4\frac{1}{2}$ ounce cakes	Cake
1150 Sponges, small, for 3" diameter sponge cups	Each
1153 Stamps, dating band, #1 $\frac{1}{2}$, medium, with 4 circular rubber bands	Each
1156 Stands, calendar, for small Gem pad, (ordinary)	Each
1159 Stands, calendar, for large Jumbo pad, (executive)	Each
1162 Staples, wire, for Ace Pilot stapling machines	Box
1165 Staples, wire, roll on spool, for Bates B stapling machine	Spool
1168 Staple Removers, Ace	Each
1171 Stencils, dry process, $8\frac{1}{2}$ x 15, letter size	Quire
1174 Stencils, dry process, $8\frac{1}{2}$ x 18, legal size	Quire
1180 Supports, metal, for building up wooden desk trays, (4 per set)	Set
1183 Tabs, index, celluloid, $\frac{3}{8}$ " wide, visible, insert type, blue, 6 inch strips	Foot

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	<u>DESCRIPTION</u>	<u>UNIT</u>
1186	Tabs, index, celluloid, 3/8" wide, visible, insert type, clear, 6 inch strips	Foot
1189	Tabs, index, celluloid, 3/8" wide, visible, insert type, green, 6 inch strips	Foot
1192	Tabs, index, celluloid, 3/8" wide, visible, insert type, red, 6 inch strips	Foot
1195	Tabs, index, celluloid, 3/8" wide, visible, insert type, yellow, 6 inch strips	Foot
1198	Tabs, index, gummed cloth, Alphabetical, Dennison's #16 or equal, (1 alphabet per box)	Box
1201	Tabs, index, gummed cloth, plain, 1/2 inch, Dennison's #5 or equal	Box
1204	Tabs, index, gummed cloth, plain, 1/2 inch round, Dennison's #12 or equal	Box
1207	Tabs, index, gummed cloth, strips, 6 inches long, 1/2 inch, (12 per box)	Foot
1210	Tablets, 3 x 5, plain, white	Each
1213	Tablets, 5 x 8, plain, white	Each
1217	Tablets, 5 x 8, ruled, white	Each
1221	Tablets, 8 x 10 1/2, plain, white	Each
1224	Tablets, 8 x 10 1/2, ruled, white	Each

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	<u>DESCRIPTION</u>	<u>UNIT</u>
1227	Tablets, 8 x 10 $\frac{1}{2}$, ruled, yellow	Each

TABLETS, COLUMNAR, 50 Sheets per tablet

1230	4 columns, with name space, 8 $\frac{1}{2}$ x 14, white, GPO Prop #50101	Each
1233	6 columns, with name space, 8 $\frac{1}{2}$ x 14, white, GPO Prop #50103	Each
1237	6 columns, with name space, 8 $\frac{1}{2}$ x 14, yellow, GPO Prop #50107	Each
1240	10 columns, with name space, 14 x 8 $\frac{1}{2}$, white, GPO Prop #50110	Each
1243	10 columns, with name space, 14 x 8 $\frac{1}{2}$, yellow, GPO Prop #50115	Each
1246	13 columns, with name space, 17 x 11, yellow, GPO Prop #50125	Each
1249	18 columns, with name space, 25 $\frac{1}{4}$ x 14, white, GPO Prop #50140	Each
1252	18 columns, with name space, 25 $\frac{1}{4}$ x 14, yellow, GPO Prop #50145	Each
1255	25 columns, with name space, 34 x 14, white, GPO Prop #50150	Each
1258	25 columns, with name space, 34 x 14, yellow, GPO Prop #50155	Each ✓
1261	Tacks, map, 1/8" round head, black	Box
1264	Tacks, map, 1/8" round head, blue ✓	Box
1267	Tacks, map, 1/8" round head, brown	Box
1270	Tacks, map, 1/8" round head, green ✓	Box

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<u>DESCRIPTION</u>	<u>UNIT</u>
1273 Tacks, map 1/8" round head, red ✓	Box
1276 Tacks, map, 1/8" round head, white ✓	Box
1279 Tacks, map, 1/8" round head, yellow ✓	Box
1282 Tacks, map, 1/8" round head, orange	Box
1285 Tacks, thumb, 1/2", nickel, (1 doz per block)	Block
1288 Tags, shipping	Each
1291 Tape, draftsman's, "Scotch" masking, buff, 1" wide, 10 yard roll	Roll
1294 Tape, draftsman's, "Scotch" masking, buff, 1" wide, 60 yard roll	Roll
1297 Tape, gummed, linen, black, 2" wide 5 yard roll	Roll
1300 Tape, gummed, linen, white, 2" wide, 5 yard roll	Roll
1303 Tape, gummed, transparent mending, cellulose, 1/2" wide	Roll
1306 Tape, gummed, transparent mending, cellulose, 3/4" wide 300 inches on metal dispenser	Roll
1309 Tape, gummed, transparent mending cellulose, 1" wide, 72 yard roll	Roll
1315 Trays, desk, lettersize, metal, olive green finish, 3" deep	Each

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DESCRIPTION	UNIT
1318 Trays, desk, lettersize, wood, walnut finish, 2 $\frac{1}{2}$ " deep - 5	Each
1321 Trays, desk, cap size, wood, walnut finish, 2 $\frac{1}{2}$ " deep	Each
1324 Twine, cotton, white, cable laid, #18, $\frac{1}{2}$ pound ball, 170 yards	Ball
1327 Twine, jute, soft finish, wrapping	Ball
1330 Wastebaskets, round fiber, 12 inches at top, walnut finish	Each
1333 Wax, sealing, red, in 4 ounce sticks	Stick
1336 Weights, paper, plain glass, round	Each

Special Funds Division
Supply Catalog

Expendable Property

August - 1947

STATINTL


Responsible officer

Special Funds Division
Washington, DC

38-8 Staff Duty officer
check list

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- Special Supplies -

Paper, Type B, 8 x 10 $\frac{1}{2}$, 20 lb. basis ream
 Paper, Type B, 8 $\frac{1}{2}$ x 14, 20 lb. basis ream
 Paper, Master Carbon, 8 x 10 $\frac{1}{2}$ box
 (100 sets per box)
 Paper, Carbon, blue, 8 $\frac{1}{2}$ x 14 box
 (100 sheets per box)
 Paper, Master, 8 $\frac{1}{2}$ x 14, 24 lb. basis ream
 Folders, file, green, pressboard, 1" expansion, metal tabs,
 1/3 cut, lettersize, collated box
 Folders, file, green, pressboard, 1" expansion, metal tabs,
 1/5 cut, lettersize, collated box
 Folders, file, green, pressboard, 1" expansion, metal tabs,
 1/3 cut cap size, 1st position ea.
 Folders, file, green, pressboard, 1" expansion, metal tabs,
 1/3 cut, cap size, 2nd position ea.
 Folders, file, green, pressboard, 1" expansion, metal tabs,
 1/3 cut, cap size, 3rd position ea.
 Folders, file, green, pressboard, 1" expansion, metal tabs,
 1/5 cut, cap size, 1st position ea.
 Folders, file, green, pressboard, 1" expansion, metal tabs,
 1/5 cut, cap size, 2nd position ea.
 Folders, file, green, pressboard, 1" expansion, metal tabs,
 1/5 cut, cap size, 3rd position ea.
 Folders, file, green, pressboard, 1" expansion, metal tabs,
 1/5 cut, cap size, 4th position ea.
 Folders, file, green, pressboard, 1" expansion, metal tabs,
 1/5 cut cap size, 5th position ea.
 to Fluid, gal. jars jar
 Hand Cream, 6 lb. jars jar
 Standard Duplicating Fluid jar
 (1 gal. jars)

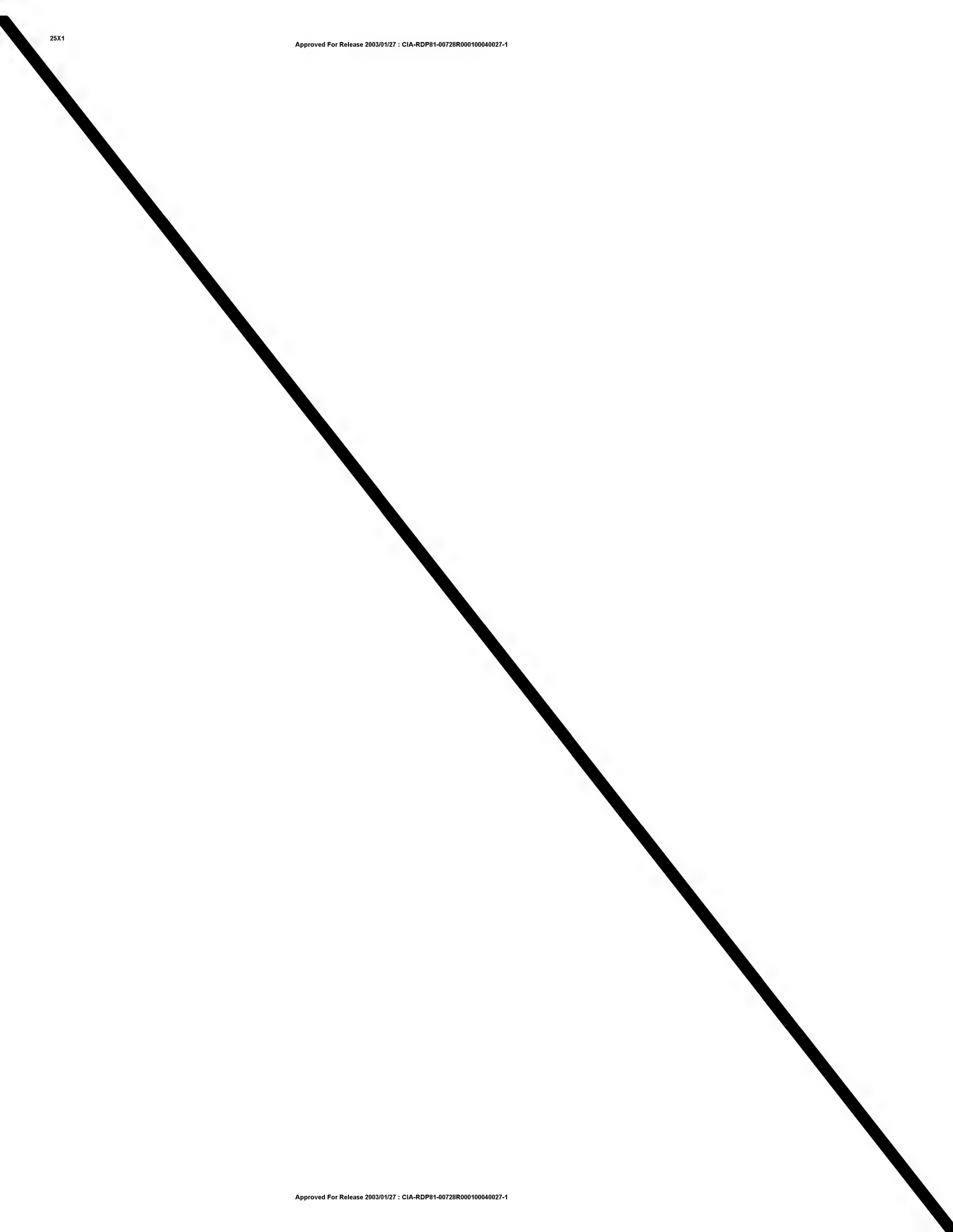
(30538)

Special Funds
Supply Catalog
Expendable Property

SECRET

Special Funds
Catalog

Central Intelligence Group



RESTRICTED

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

6 February 1947

MEMORANDUM
NUMBER

SUBJECT: Procedure for Requisitioning Supplies, Equipment
and Services.

EFFECTIVE UNTIL 30 June 1947 UNLESS SOONER RESCINDED *

1. GENERAL

This order is applicable to the procurement, storage and issue of all supplies, equipment and services required for the operations and activities of the C.I.G. Unless herein excepted, or otherwise specifically designated, the Executive for Personnel and Administration, the Chief, Services Division and the Assistant Chief, Services Division shall be the sole agents for the performance of the above functions, and any unauthorized action, obligation or commitment on the part of any other individual will not be recognized or honored by the C.I.G.

2. METHODS OF REQUISITIONING

Form No. 36-7, Request for Supplies, Equipment and Services shall be used, except as otherwise stipulated, to requisition all supplies, equipment or services. Requisitions will be submitted in an original and two carbon copies and a separate requisition will be made for each of the following classes of supplies or services:

Expendable Office Supplies
Non-Expendable Office Equipment
Communication Supplies and Equipment
Operational Supplies and Equipment
Medical Supplies and Equipment
Contractual Services
Maintenance and Repair Service,
and Space
Reproduction and Printing (on
Form 36-2)

RESTRICTED

-2-

3. EXPENDABLE OFFICE SUPPLIES

To eliminate the storing of stocks of supplies and equipment in the various branches, the Supply Section, Services Division will maintain adequate quantities of administrative office supplies and forms as listed in the C.I.G. Supply Catalog. The description of items and stock numbers as listed in the Supply Catalog will be used in preparing requisitions in order to prevent confusion and unnecessary delay in filling requests. To obtain office supplies and forms listed in the Supply Catalog, Form No. 36-7 may be initiated by any responsible officer of the using office and forwarded directly to the Supply Section (Basement, North Building), Services Division. Delivery will normally be made within 24 hours to the location indicated on the requisition. The receiving officer will be required to sign for receipt of the supplies on a copy of Form No. 36-7 which will be returned to the Supply Section. In certain instances, where the needs or the size of an office justify, a small supply of expendable office supplies and forms may be stocked by the office for current use. However, in no instance will an office be allowed to stock more than a normal one month's supply of expendable supplies.

4. NON-EXPENDABLE SUPPLIES AND EQUIPMENT

Requests for all items of non-expendable equipment and supplies, including medical, communications, and operational equipment, will be prepared on Form No. 36-7 and approved by designated Branch Supply and Property Officers and forwarded to the Supply Section, Services Division. The correct nomenclature and stock numbers as listed in the C.I.G. Supply Catalog should be used in preparing such requisitions. The Supply Section will make delivery of the items and will secure the signature of the responsible receiving officer on Form 36-7 as evidence of receipt of and assumption of responsibility for the property.

5. REPRODUCTION AND PRINTING

The Reproduction Section, Services Division is responsible for processing all requisitions for printing, duplicating, mimeographing, lithographing, etc., and composing operations. Any office requiring such services shall submit a requisition in duplicate to the Reproduction Section on Form 36-2, Reproduction Requisition, specifying the type of reproduction job required and attaching texts, samples or exhibits of the work to be done. Requisitions for the reproduction of procedural issuances, new forms, or the revision of forms must be approved by the Procedures Unit, Finance Division prior to submission to the Reproduction Section. The reproduction of classified documents will not be

RESTRICTED

-3-

requested except upon specific approval by proper authority. Upon completion of a reproduction job, delivery will be made to the place indicated on the requisition and a signed copy of the requisition evidencing receipt of the job will be returned to the Reproduction Section. The existing reproduction facilities used by the ONE, FEIB, and Documents Branch for the reproduction of Daily and Weekly Summaries, Daily Reports, Accession Lists, and translation of documents will continue to be used without regard to the above procedure. The procedure for reproduction of intelligence material will be covered by separate instruction.

6. SUPPLIES AND EQUIPMENT NOT CARRIED IN STOCK

Requests for supplies and equipment which are not listed in the C.I.G. Catalog should be initiated by responsible officers on Form 36-7, approved by designated Branch Supply and Property Officers and forwarded to the Supply Section. The requisition should include a complete description of the item required, source of supply if available, model number, or specifications and sketch of the item when necessary. The properly designated officers in the Supply Section will purchase or otherwise procure the requested item in accordance with applicable regulations. Requisitions shall be submitted as far in advance of requirements as circumstances permit in order to allow as much time as possible to effect procurement. The ordering office will receive a numbered copy of the procurement document from the Supply Section. All items procured from outside sources will be delivered to the Supply Section, Storage and Issue Unit only, for proper inspection. After making inspection of the items, the Storage and Issue Unit will make re-delivery to the location indicated on the requisition and will secure from the receiving officer three signed copies of Delivery Receipt, Form No. 36-10.

7. CONTRACTUAL SERVICES

Any office desiring the rental of space or equipment, or the installation of and/or leasing of communication or utility facilities or special contractual services of any kind will submit a requisition to the Supply Section, Services Division on Form No. 36-7, giving complete details and specification of the service desired. Under no circumstances shall negotiations be carried on or any contracts or agreements be entered into or any obligations or commitments made for contractual services except by or on specific approval of the Executive for Personnel and Administration or a properly authorized Contracting Officer of the Services Division.

RESTRICTED

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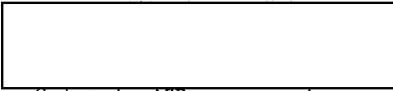
8. SPACE, MAINTENANCE AND REPAIRS

Any office desiring structural alterations or repairs to buildings, electrical or carpentry work, or repairs to equipment or machinery should submit a requisition on Form No. 36-7 to the Supply Section, Services Division giving specific details of the services desired. (EXCEPTION: Repairs to and changes in combinations of safes shall be made only by the Security Division per Security Regulations dated 20 October 1946.) The Supply Section is also responsible for allocations of space and physical moves between offices, and requisitions for additional space or the moving of furniture and equipment should be initiated by the requesting officer, approved by the Branch Supply and Property Officer and forwarded to the Supply Section, Services Division.

9. PROCUREMENT FOR OVERSEAS OPERATIONS

The procedure covering procurement for overseas activities will be issued in a separate instruction.

STATINTL


Colonel, AGO
Executive for Personnel
and Administration

Attachments - None

Distribution: A

RESTRICTED

CENTRAL INTELLIGENCE GROUP
New War Department Building
21st and Virginia Avenue, N. W.
Washington, D. C.

6 February 1947

MEMORANDUM FOR ALL EMPLOYEES, CIG

SUBJECT: 1946 Income Tax Returns

The Personnel Relations Section, in cooperation with Finance and Legal Divisions of C. I. G., has made arrangements to provide assistance to all employees of this agency in preparing and filing 1946 income tax returns.

Four employees were selected and have attended the Bureau of Internal Revenue's Income Tax School. As a result they will be in a position to provide advice and assistance. This service will be available between 10 February and 15 March, and the individuals named below may be contacted for appointments if desired.

STATINTL

It is requested that those anticipating the need for such service make arrangements at an early date following Feb. 10th in order that the facilities and time of these individuals may be apportioned in such a way that all employees may be served.

It is also requested that each employee have in his possession at the time of the appointment all tax information, and if such is done not more than 15 or 20 minutes should be required to handle each case. Tax forms will be available at this time.

Since the circumstances surrounding the assignments and work status of the individuals named above may vary, appointments will be made in accordance with these circumstances.

STATINTL

Chief, Personnel Division

CENTRAL INTELLIGENCE GROUP
New War Department Building
21st and Virginia Avenue, N. W.
Washington, D. C.

4 February 1947

MEMORANDUM FOR ALL EMPLOYEES, CIG

SUBJECT: Announcement of Civil Service Commission
Examinations for Clerk

The Civil Service Commission has announced examination (announcement #4 Local) (assembled), for probational appointment to the position of Clerk, Grades CAF-1 to CAF-4, inclusive, with base salaries from \$1,756 to \$2,394 a year. The purpose of this examination is to establish registers from which permanent appointments will be made.

Among the types of Clerk positions to be filled from this examination are: accounting, fiscal, audit, statistical, time, leave, payroll, appointment, personnel, information, stock, purchasing, property and supply, traffic, correspondence, editorial, proof-reader, mail, file, record, etc.

Announcements have been forwarded to all Executive and Administrative Officers within CIG and will be made available to you. Copies have also been placed on all CIG bulletin boards. Names and locations of Executive and Administrative Officers are as follows:

Organization	Name	Building & Room	Extension
OSO		Que 1043	
ORE		Central 227	
C&D		New War 2264	
P&A and Exec. Offices		New War 2164	
Finance		Central 209	
Personnel		North 118	
Services		North 200	
Communications		South 209	
		203	
		610	

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It is important that all employees who are interested in making application for and taking this examination read carefully all information contained in the announcement to determine whether or not they meet the entrance requirements. (See reverse side of announcement.)

At this time, it is necessary to file only card Form 5000AB. However, it is important that all information requested be furnished on this card. This Form may be obtained from your immediate supervisor or from officials listed above.

The announcement states that the application card should be forwarded directly to the U. S. Civil Service Commission, Washington 25, D. C. However, the Personnel Division, CIG, desires that these cards be forwarded through your Administrative Officer, to the Personnel Division, where record will be made of application cards sent to the Civil Service Commission.

Although the closing date for receipt of applications by the Civil Service Commission is 13 February 1947, it is important that those who file application cards for entrance to this examination complete the cards and place them in the hands of their respective Administrative Officers not later than the close of business 11 February 1947.

STATINTL

Next 3 Page(s) In Document Exempt

COPY *file*
my 7/20

16 January 1947

MEMORANDUM FOR: ASSISTANT DIRECTOR, SPECIAL OPERATIONS
 ASSISTANT DIRECTOR, OFFICE OF OPERATIONS
 ASSISTANT DIRECTOR, REPORTS AND ESTIMATES
 ASSISTANT DIRECTOR, COLLECTION & DISSEMINATION
 CHIEF, INTERDEPARTMENTAL STAFF
 DIVISION CHIEFS, PERSONNEL AND ADMINISTRATION

SUBJECT: Legislative Liaison.

1. Confirming the announcement of the Executive to the Director, it is desired that all legislative liaison for C.I.G. be concentrated in the Legislative Liaison Division of Personnel and Administration.
2. The following broad outline will govern the relations of individual members of C.I.G. divisions and offices with reference to legislative liaison:

(a) Routine calls received by any member of C.I.G. from Congressional offices will be referred to Mr. Walter L. Pforzheimer, Chief Legislative Liaison Division, P & A Branch, (Executive extension) for action. This action will include securing the necessary information from and coordination with interested offices in the preparation of reply furnished the Congressional office.

(b) Other than routine Congressional calls, such as calls from personal friends, will be handled in accordance with the recipients knowledge of the caller and his probable reaction. When possible the call should be treated as provided for in paragraph 2 (a) above. When the appearance of personal attention is deemed necessary, the recipient should accept the request and promise a prompt reply. The recipient will then follow procedure outlined in paragraph 2 (a) above, except that the reply prepared by LLD will be supplied the recipient for transmission to the Congressional caller.

(c) Separate instructions have been issued dealing with personnel actions involving Congressional inquiry.

(d) Dissemination of C. I. G. intelligence material will be the responsibility of the Office of Collection and Dissemination after proper coordination with the Legislative and Liaison Division.

C O P I

-2-


(e) Requests for Congressional material, except intelligence documents, will be channeled through LLD.

(f) Routine Congressional mail will be routed to LLD for action.

3. The above instructions are not to be construed as preventing the continuation of existing personal relationships with members of Congress, but does require the centralization of official relations in the LLD, PAA.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Executive for Personnel
and Administration

STATINTL

WHH:gf

cc: Mr. J. H. Lightsey
Mr. Edward R. Saunders



WHH chromo
Central Records - 2

1211 7AM 50 JT 53

21 NOV 1950 BRANCH
RECEIVED

30 December 1946

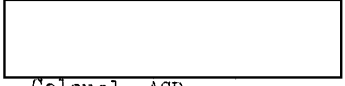
MEMORANDUM FOR: ALL CIG PERSONNEL
SUBJECT: Legal Holiday -- New Year's Day

1. New Year's Day, 1 January 1947 is a legal holiday. All employees are excused from duty on that day, except those who are normally required to be on duty during non-working periods.

2. It will be the responsibility of the Assistant Directors and Chiefs of Divisions, Personnel & Administrative Branch, to provide an adequate staff on this day.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Colonel, AGD
Executive for Personnel
and Administration

EFFECTIVE 30 JUNE 1947, CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED
OR SUPERSEDED

18 December 1946

*Indexed 12/19/46
71002*

MEMORANDUM FOR: All CIG Personnel

SUBJECT: Location of Central Registry Units

1. Effective 20 December 1946, the courier and Central Mail Units of the Central Registry Section, Communications Division, P & A, will be located as follows:

Central Mail Unit 307 South Bldg. (Ext. [redacted])

Courier Unit 317, 321 South Bldg. (Ex [redacted])

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2. The mailing address for CIG, as indicated in CIG Administrative [redacted] dated 30 September 1946, will remain as follows:

Central Intelligence Group
(Name of Activity)
Room 2161, New War Dept. Bldg.
21st and Virginia Avenue, N. W.
Washington 25, D. C.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE :

STATINTL

[redacted]

Colonel, AGD
Executive for Personnel and Administration

10 December 1946

MEMORANDUM FOR: All CIG Personnel

SUBJECT: Christmas Decorations in Government Buildings

1. Quoted below is a memorandum received from the Office of Buildings Management, Federal Works Agency, Public Buildings Administration, regarding Christmas decorations in Government buildings:

"December 2, 1946

"TO: Chief Clerks and Administrative Officers of the Executive Departments and Independent Agencies

SUBJECT: Christmas Decorations in Government Buildings

We would appreciate your cooperation in the enforcement of the following regulations regarding the placing of Christmas trees or Christmas decorations in buildings operated by this office.

A reasonable number of Christmas trees may be placed in buildings of fire-resistive construction and in frame buildings provided with automatic sprinkler protection. No trees will be permitted in frame buildings without such protection unless approval is given by the Superintendent. The trees should not be kept in buildings for more than seven days.

No cotton or other inflammable materials may be used for decorating the trees. No lighted candles will be permitted in any buildings. Electric lights will be permitted on Christmas trees and in buildings, if the installation of such lights is inspected and approved by the Superintendent. Inflammable decorations will not be permitted in buildings without the approval of the Superintendent. If the use of decorations and Christmas trees is contemplated for dances, parties, or other gatherings in Government buildings, prior approval must be obtained from the Superintendent.

Should there be any question concerning the interpretation of the above regulations, the Superintendent should be consulted.

The approach of a new year gives us an opportunity to reflect upon the accomplishments of the past twelve months, and upon the importance your cooperation and good will play in the effectual functioning of this office. Permit us at this time to express our sincere appreciation for the fine spirit of cooperation you have so frequently demonstrated.

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Deputy Commissioner
for Buildings Management"

2. It is requested that all personnel of CIG comply with this instruction. Any question in this connection should be directed to [redacted]

[redacted] Extension [redacted]

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

CENTRAL INTELLIGENCE GROUP
NEW WAR DEPARTMENT BUILDING
21st and Virginia Avenue, N. W.
Washington, D. C.

25 November 1946

Indexed

9m-3

MEMORANDUM FOR: All CIG Personnel

SUBJECT: Conservation of Fuel and Electricity

1. Quoted below is a memorandum from the Office of Buildings Management, Public Buildings Administration, Federal Works Agency, Subject: "Conservation of Fuel and Electricity".

" November 21, 1946

MEMORANDUM for Chief Clerks, Administrative Officers of the
Executive Departments and Independent Agencies

STATINTL

SUBJECT: Conservation of Fuel and Electricity

[redacted] has directed the Public Buildings Administration to take every necessary step to conserve the Government's fuel supply and the use of electricity. In view of the serious situation it will be necessary to return to war time heating and lighting schedules in Federal Buildings.

To meet the situation and to accomplish the maximum saving in fuel and electricity, it is very necessary that we have the full cooperation of all Government personnel. The steps that can be taken by Government personnel are:

1. Do not use unnecessary lights.
2. Keep windows and doors closed so that the inside air does not unnecessarily escape to the outside.
3. Heating units controlled by room occupants should be used to meet minimum heating requirements.
4. Heating units controlled by building operations personnel should not be disturbed by room occupants.

The operating personnel will take periodic readings of the temperatures throughout the buildings each day and will make necessary adjustments of the control equipment or operating procedure as are deemed to be practical to keep the temperature at minimum requirements. The supervisors of the night cleaning force will again instruct their employees to turn on, for the minimum length of time, only such lights as are essential to the performance of their work.

An occupants' program of monitor control over heat and light would be desirable and would materially assist in conserving fuel and electricity. A program of this nature would insure that windows are kept closed, radiators turned off to prevent overheating and lights turned on when not needed.

Your splendid cooperation in the past has been very helpful and your continued cooperation at this time will be deeply appreciated.

STATINTL

[redacted]
Deputy Commissioner
for Buildings Management

2. It is requested that all employees of the Central Intelligence Group comply with this memorandum.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

CENTRAL INTELLIGENCE GROUP
NEW WAR DEPARTMENT BUILDING
21st and Virginia Avenue, N. W.
Washington, D. C.

See Index
Indexed 11/27/46

21 November 1946

MEMORANDUM FOR: ALL C.I.G. PERSONNEL

SUBJECT: Definition of Central Intelligence Group

25X1A

1. Inquiries are continually being made by persons sincerely interested in the organization of the Central Intelligence Group. These persons include, of course, prospective employees as well as persons who merely know of the existence of such an organization, and upon meeting an employee of this Group they generally ask, in effect, "Just what is the Central Intelligence?"


2. In order that uniformity may be maintained in answering such inquiries, and in order that maximum possible security may be attained, it is believed that a uniform definition should be established. It is, therefore, proposed that the following definition of the Central Intelligence Group be used in response to inquiries which are inevitable and legitimate:

"The Central Intelligence Group is a recently created interdepartmental organization in which the State, War, Navy and sometimes other departments participate. It coordinates all activities of the Government involved in obtaining and analyzing information about foreign countries which this country needs for its national security. It also furnishes interdepartmental analyses of this type of information for use by Government officials."

This definition, while basically true, is unrevealing and should stop further curiosity.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A


Colonel, CAC
Executive for Personnel and Administration

CONFIDENTIAL

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CENTRAL INTELLIGENCE GROUP
NEW WAR DEPARTMENT BUILDING
21st and Virginia Avenue, N. W.
Washington, D. C.

"CIG-A-32"

6 November 1946

MEMORANDUM TO: ALL CIG PERSONNEL

SUBJECT: Change No. 1 to Memorandum Dated 14 October 1946,
Subject: "Long Distance Telephone Usage"

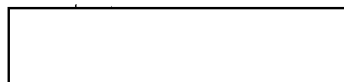
1. Subject memorandum is amended as indicated below:

a. Paragraph 2(b), after the words "Chief, Inter-departmental Coordinating and Planning Staff", insert the words "Assistant Director for Operations".

b. Paragraph 3, change the words "Chief of Office of 'B' Deputy" and "Administrative Officer for 'B' Deputy" to read "Chief, Commercial Contacts Branch of Office of Operations" and "Administrative Officer for Commercial Contacts Branch of Office of Operations", respectively.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



Colonel, CAC
Executive for Personnel and Administration

CONFIDENTIAL

CENTRAL INTELLIGENCE GROUP

4 November 1946

MEMORANDUM FOR: All C.I.G. Personnel

Subject: Final Report of the Chairman, C.I.G. Community Chest Campaign.

1. The recent Community Chest Drive in C.I.G. was an overwhelming success! The response was unanimous and your generosity put us "over the top".

2. A total of \$1235.00 was pledged or contributed during the Campaign from 18 October to 22 October. On the basis of the total personnel assigned to C.I.G. (exclusive of SSU personnel) this means an average contribution

3. All pledge cards and funds have been turned over to the respective Departments represented by C.I.G. personnel. But it is still not too late for last-minute contributions! The Chairman will gladly accept late donations and forward them to the proper Department.

4. The success of this Campaign, the first in which all C.I.G. personnel have participated, reflects great credit on C.I.G.

5. On behalf of the Community Chest Federation Agencies which will benefit during the coming year through your generosity, I wish to take this opportunity to thank you for your part in this Campaign.

Chairman, Community Chest Campaign
For the Central Intelligence Group

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INDEXED
9-10-46

CENTRAL INTELLIGENCE GROUP
NEW WAR DEPARTMENT BUILDING
21st and Virginia Avenue, N. W.
Washington, D. C.

30 October 1946


MEMORANDUM

TO: All CIG Personnel
SUBJECT: Armistice Day

1. The President has declared Armistice Day, Monday, 11 November 1946, a legal holiday.
2. Therefore, CIG personnel will not be required to report for duty that day, except such personnel as are usually required on non-working days.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Deputy Executive for Personnel
and Administration

CONFIDENTIAL

Approved For Release 2003/01/27 : CIA-RDP81-00728R000100040027-1

24 October 1946

MEMORANDUM TO: All Office of Special Operations Personnel in Washington

All personnel of the Office of Special Operations employed in the United States in a permanent capacity may, when it is necessary, state in response to inquiries from sources outside of the C.I.G. that they are employees of the Central Intelligence Group. The discussion should end there. However, if embarrassment would follow or undue curiosity be aroused from failure to answer further inquiry, they may give a vague answer which, while being basically truthful, is entirely uninformative and reveals nothing with respect to the nature of C.I.G. or S.O. operations. They may, for example, select some type of activity which, by virtue of their own backgrounds, they are qualified to perform. An individual who is a lawyer by profession might state that he is engaged in the study and processing of legal problems and claims which arise in conjunction with the operation of any Government agency or department, or that he is engaged in making routine investigations of applicants for positions with the C.I.G. An individual with a background of accounting might state that he is working on "payrolls," "budgets," or "statistical compilations" of various natures with which he might logically be familiar. Personnel employed in secretarial or clerical capacities may merely state that they are engaged in general secretarial work or general clerical work, such as filing, indexing, and the like.

All responses to inquiries should be calculated to discourage further questioning insofar as possible. This may be accomplished by displaying an attitude lacking in enthusiasm and by giving answers which are vague

CONFIDENTIAL

Approved For Release 2003/01/27 : CIA-RDP81-00728R000100040027-1

and as uninteresting as possible. Withdraw from conversations which shift to discussions of occupations, and display a lack of interest in other persons' jobs.

Of equal importance to Special Operations, from a security viewpoint, is the relation of its personnel, both individually and collectively, with other branches of the Government and other offices of C.I.G. It cannot be too emphatically stated that these relations have all been formalized and are handled through established channels, and by means of liaison agreements. These procedures must be rigidly adhered to. For example, the Security Division is charged with the responsibility of contacting various Government agencies which may possess information relative to personnel and prospective employees. Anyone interested in having this type of inquiry conducted must refer the matter to the Security Division. This is only one example, however. Ignorance of established procedures cannot be accepted as an excuse for individual and unauthorized contacts by our personnel.

In no case may anyone employed by Special Operations discuss his official duties, office activities, or anything relating thereto, with anyone in any other Government agency, in any other office of C.I.G., or, for that matter, with anyone in C.S.O. who does not have a legitimate and direct interest in the particular matter.

It has recently come to my attention that individuals in the operating branches have taken it upon themselves to contact employees of C.I.G. with respect to prospective employees, when they knew that the C.I.G. employee was acquainted with the person being considered for recruitment. Obviously, these matters should be handled by Personnel Procurement Section, Projects

CONFIDENTIAL

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CONFIDENTIAL

Support Division. Such informal procedures are strictly forbidden and, as stated above, our established procedures for handling all official matters must be strictly complied with.

25X1

DONALD H. GALLOWAY,
Deputy Director, O.S.O.

CONFIDENTIAL

- 3 -

CENTRAL INTELLIGENCE GROUP
NEW WAR DEPARTMENT BUILDING
21st and Virginia Avenue, N. W.
Washington, D. C.

*James
for
S. 1.2*

18 October 1946

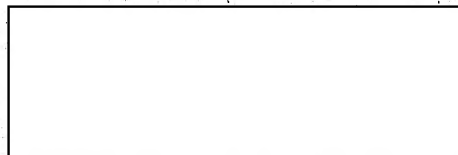
MEMORANDUM

TO: All CIG Personnel
SUBJECT: Change in Cafeteria Hours

Effective Monday, 21 October 1946, the new hours of the Cafeteria located in Que Building will be in force. These will be as follows:

Breakfast	-	From 0745 to 0830 hours
Luncheon	-	From 1115 to 1345 hours

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Deputy Executive for Personnel
and Administration

STATINTL

CENTRAL INTELLIGENCE GROUP
NEW WAR DEPARTMENT BUILDING
21st and Virginia Avenue, N. W.
Washington, D. C.

Indexed

10/23/46

MEMORANDUM

14 October 1946

TO: All CIG Personnel
SUBJECT: Long Distance Telephone Usage

1. Memorandum, subject as above, dated 6 September 1946, is hereby rescinded, and the following is substituted therefor:

2. War Department Administrative Memorandum No. dated 8 May 1944, provides that the following procedures be followed in all instances where long distance telephone calls are made from offices serviced by the War Department switchboard.

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a. Personal long distance telephone calls will not be made through the Department's switchboard but will be made from coin box telephones located throughout the building.

b. No long distance telephone call will be made over leased line or commercial facilities by any person in the Central Intelligence Group for the transaction of official business unless the call is specifically authorized in advance by the Director, the Executive to the Director, the Assistant Executive Director, the Chief, Interdepartmental Coordinating and Planning Staff, Assistant Director for Collection and Dissemination, and the Executive for Personnel and Administration. A list of the persons to whom authority to approve long distance phone calls has been delegated has been furnished to the Director of Communications, Office, Secretary of War.

c. It will be the responsibility of each person named above to:

(1) Examine each request to place a long distance telephone call to determine if the call is necessary or if radio, telegraph, air mail, or some other form of communication will suffice.

(2) Maintain a ten-day report sheet. This report sheet will be maintained at the desk of the authorized individual or his secretary. The information will be entered on the ten-day report sheet by the person placing the call or as soon as it has been authorized. If the call is not completed during the day, it will not be necessary to remove the authorization

25X1

AMENDED BY CIG MEMORANDUM SUBJECT: CHAN TO MEMORANDUM
DATED 14, OCTOBER 1946, SUBJECT: LONG TELEPHONE USAGE

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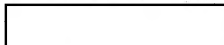
from the report sheet but a new authorization must be granted and recorded when the call is again placed. Incompleted calls will not be held over from one day to the next but shall be cancelled at the end of each day. This report will be sent to the Executive for Personnel and Administration, Room 2164, New War Department Building, to reach him before 1200 on the 6th, 16th, and 26th of each month. The report on the 6th of each month will include the ten-day period from the 26th day of the preceding month through the 5th day of the current month. The report on the 16th of each month will include the ten-day period from the 6th through the 15th day of the current month. The report on the 26th will include the ten-day period from the 16th through the 25th day of the current month. These report sheets will be checked against the War Department bill by the Office of the Director of Communications, Office, Secretary of War, and unauthorized calls will be reported for disciplinary action.

(3) Coordinate requests so that several people in the same office who may have to call the same point can do so on the one call.

(4) See that as many calls as possible are made before 0930, between 1200 and 1400, and after 1700, hours when the traffic volumes are lightest.

5. The same general limitations which apply to long distance calls made through the War Department switchboard shall apply to those made by personnel serviced from the [] switchboard. Calls made through the [] switchboard must be authorized in advance by the Assistant Director for Special Operations, the Executive Officer for Special Operations, the Assistant Executive Officer for Special Operations, Chief of Office of "A" Deputy, Administrative Officer for "A" Deputy, each Foreign Branch Chief of "A" Deputy, Chief of Office of ~~SA~~ ^{Commercial Contacts Branch for Operations} Deputy, Administrative Officer for ~~the~~ ^{Commercial Contacts} Branch ~~Branch~~ ^{Branch} Chiefs of Foreign Commerce and Travel and Research Branches of "B" Deputy, Assistant Director for Research and Evaluation, Executive Officer of Office of Research and Evaluation, and the Chiefs of the Communications, Projects Support, Finance, Services, Security, and Personnel Divisions of the Personnel and Administrative Branch. A list of personnel authorized to approve

official long distance telephone calls will be furnished to the Chief Operator,



FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

Colonel, CAC
Executive for Personnel and Administration